ED 016 027 VT 000 692

LAW ENFORCEMENT OFFICER TRAINING, BASIC COURSE, UNIT II, A UNIT OF THE OHIO LAW ENFORCEMENT OFFICERS' TRAINING PROGRAM, LEARNER'S MANUAL.

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OHIO STATE DEPT. OF EDUCATION, COLUMBUS
OHIO TRADE AND INDUSTRIAL EDUCATION SER., COLUMBUS

PUB DATE JUL 66
EDRS PRICE MF-$0.50 HC-$3.92 96P.

DESCRIPTORS- *STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *POLICE, *LAW ENFORCEMENT, ADULT VOCATIONAL EDUCATION,

STUDENTS MAY USE THIS MANUAL IN A LAW ENFORCEMENT TRAINING PROGRAM FOR INSERVICE LAW ENFORCEMENT OFFICERS AND RECRUITS. IT WAS DEVELOPED BY A STATEWIDE COMMITTEE OF LAW ENFORCEMENT TRAINING CONSULTANTS, SPECIALISTS, AND AN ADVISORY COMMITTEE AND WAS TESTED BY A SUBJECT MATTER SPECIALIST IN A PILOT-CLASS STUDY. THE PROGRAM IS DESIGNED TO PROVIDE LAW ENFORCEMENT OFFICERS WITH A BETTER UNDERSTANDING OF THE MANY PROBLEMS INVOLVED IN PROVIDING GOOD LAW ENFORCEMENT SERVICES. SOME OF THE 12 INSTRUCTIONAL UNITS, TRAINING PROCEDURES, ARE (1) DEALING WITH CIVIL COMPLAINTS, (2) HANDLING FIRE SCENES, TRAFFIC CONGESTION, SUSPICIOUS PERSONS, AND DEAD-ON-ARRIVAL, AND (3) ADMINISTERING EMERGENCY CARE--FIRST AID. EACH TRAINING PROCEDURE CONTAINS AN INTRODUCTORY STATEMENT, A LIST OF NECESSARY EQUIPMENT, GENERAL SAFETY PRACTICES, AND A DETAILED OUTLINE OF PROCEDURAL STEPS. STUDENTS ARE TO USE THE MATERIAL UNDER THE SUPERVISION OF A SELECTED AND TRAINED POLICE OFFICER. THE DOCUMENT IS ILLUSTRATED WITH LINE DRAWINGS AND PHOTOGRAPHS. NINETEEN APPENDIXES CONTAIN FORMATIONS TO DISPERSE GATHERINGS, DEFENSE TECHNIQUES, COMMERCIAL RESTRAINT DEVICES, EXAMPLES OF REPORT FORMS, AND SOURCES OF PREPARED CRIME-PREVENTION MATERIALS. AN INSTRUCTOR'S MANUAL (VT 000 693), A UNIT-ONE LEARNER'S MANUAL (VT 000 689), AND AN INSTRUCTOR'S MANUAL (VT 000 690) ARE AVAILABLE. THIS DOCUMENT IS AVAILABLE FOR $2.25 FROM OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210. (HC)

692

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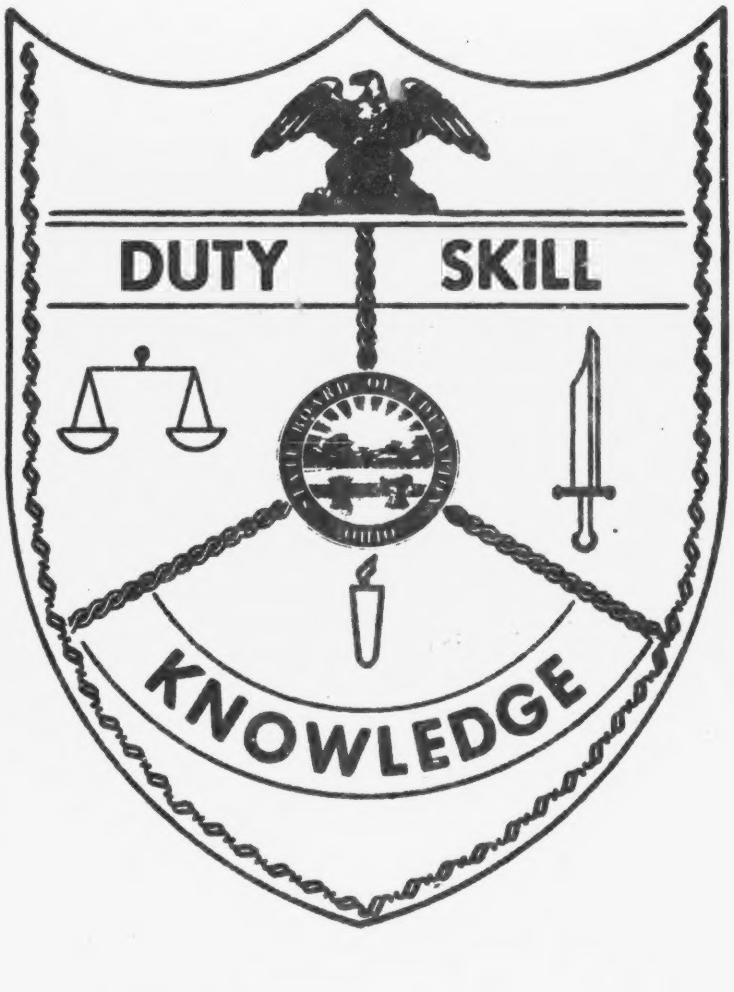
# LAW ENFORCEMENT OFFICER TRAINING

## BASIC COURSE - UNIT II



*Learner's Manual*

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OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE

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COLUMBUS, OHIO

692

# LAW ENFORCEMENT OFFICER TRAINING

## BASIC COURSE - UNIT II

A UNIT OF

THE OHIO LAW ENFORCEMENT OFFICERS' TRAINING PROGRAM

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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*Learner's Manual*

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Revised - January 1966
Revised - July 1966

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(2) Means Used to Develop Material:
Development Group State Law Enforcement Training Consultant & Specialist & Advisory Committee
Level of Group State-wide
Method of Design, Testing, and Trial Subject matter specialists and pilot class study

(3) Utilization of Material:
Appropriate School Setting Adult education at Law Enforcement Training Facilities
Type of Program In-service officers and recruits - Extension program
Occupational Focus Law Inforcement - Specific occupations
Geographic Adaptability International
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# Preface

The State Department of Education has been instrumental in providing training in skilled and technical occupations to the citizens of Ohio since 1918, through the Trade and Industrial Education Services, Division of Vocational Education.

Training in trade and industrial education enables individuals, both male and female, to prepare for initial employment in a trade, technical or service occupation. In addition, it enables employed workers to upgrade themselves and advance in their chosen occupations, and retrains those who are temporarily unemployed.

In the adult category, special emphasis is placed on training for public service personnel, such as fire fighters, rescue and emergency personnel, school bus drivers, custodians, hospital housekeepers, electric linemen and law enforcement officers. The purpose of this training is to upgrade the services rendered to the citizens of a community by improving and providing additional skills and/or knowledge, thereby resulting in more efficient and effective services.

The cost of crime and traffic accidents, including the human suffering resulting therefrom, is an enormous waste of every community's resources. A well trained and efficient law enforcement officer is probably the most effective means of reducing this human toll and suffering.

The Law Enforcement Training Program of the Vocational Trade and Industrial Education Services in Ohio is intended to provide training to officially designated law enforcement agencies. The purpose of this manual is to supplement this organized training program planned to provide the law enforcement officer with the skills and technical knowledge essential in carrying out his duties. It outlines methods of effective operation which will enable each officer to recognize the importance of his position within the law enforcement agency and to stimulate the officer in performing his service with pride.

The Law Enforcement Officers Training Program and this publication are provided through the cooperative efforts of the Trade and Industrial Education Services, Vocational Division, State Department of Education; College of Education, The Ohio State University; and the public schools of Ohio.

Martin Essex, Superintendent of
Public Instruction

Byrl R. Shoemaker
Director of Vocational Education

# *Foreword*

The Law Enforcement Officers Training Program was developed by the Trade and Industrial Education Services, Division of Vocational Education, to meet the needs expressed by the Buckeye State Sheriffs' Association and the Ohio Association of Chiefs of Police, for an effective training program.

This training program is designed to provide law enforcement officers with a better understanding of the many problems involved in providing good law enforcement services. It presents practices which have been used successfully in organized training programs in various sections of the country.

In former years, law enforcement services were primarily concerned with enforcing a few state and local laws, controlling a comparatively small number of vehicles, and effecting the arrest of local violators. New officers were often placed on duty without receiving adequate training, necessary supplies and equipment. This frequently resulted in ineffective law enforcement services. Fortunately today, ineffective practices are not as prevalent as they once were. The recent increase in the number and variety of laws, increase of ownership and use of vehicles, the growth of urban areas, and the demands of a better educated public has led Ohio to recognize the need for training in the knowledge, skills and services of a specialized nature. The Ohio Law Enforcement Officers' Training Program should help communities provide more effective and efficient law enforcement services.

The objectives of this training program sponsored by the Trade and Industrial Education Services are as follows:

1. To determine local, county, regional and state needs and to implement a program to adequately meet these needs on a continuing basis.

2. To improve the competencies and skills of local law enforcement personnel.

The state supervisor and the law enforcement training staff within the Trade and Industrial Education Services utilized a State Law Enforcement Advisory Committee in order to determine the previously mentioned objectives; the principles and policies for the law enforcement training program; and the manner in which it is conducted in Ohio. This advisory committee is composed of representatives from The Buckeye State Sheriffs' Association and The Ohio Association of Chiefs of Police, Incorporated.

A comprehensive training program for law enforcement officers is being implemented. The following types of training are now available:

- Basic Training
- Advanced Training
- Regional Law Enforcement Institutes
- State Law Enforcement Institute
- Arson Investigation
- Officer Leadership Training:
  - Instructor Training
  - Conference Leadership
  - Effective Speaking
  - Human Relations
  - Job Methods

The intent of this manual is to provide the necessary instructional material, which will serve as an up-to-date and comprehensive source of information, covering the practices and techniques of the procedures included in the Basic Course - Unit II. Instructional materials of this type are the key to conducting an effective and efficient training program.

It is our sincere desire that law enforcement officers throughout the state will realize the ultimate benefits to be gained in the organized state training programs utilizing this manual and its procedures.

Harry Davis, Supervisor
Trade and Industrial Education Services

# Acknowledgments

The Trade and Industrial Education Services acknowledges the cooperation and contributions made by the various persons in devoting their time, and giving advice and council in the development of this manual.

Special acknowledgment is extended to the members of the State Advisory Committee for Law Enforcement Training, and to the two statewide organizations which they represent, for their encouragement and assistance in the development of this material and the overall training program. Members representing the two organizations and consultants to the committee are as follows:

The Buckeye State Sheriffs' Association
    Mrs. Mary Ross, Executive Director, Columbus, Ohio
    Sheriff Doug Ziegler, Defiance County
    Sheriff Stacy Hall, Franklin County

The Ohio Association of Chiefs of Police
    John Shryock, Chief of Police, Kettering, Ohio
    Fred Engelman, Chief of Police, Reading, Ohio
    Wayne Ethell, Chief of Police, Findlay, Ohio

Consultants to the committee
    Harry Davis, Supervisor, Trade & Industrial Education Services
    Frank Oliverio, Assistant Supervisor, Trade & Industrial Education Services
    Dr. Robert M. Reese, Director, Trade & Industrial Education Services, The Ohio State University
    Dr. Byrl R. Shoemaker, Director Division of Vocational Education, State Department of Education, Columbus, Ohio
    Robert S. Takacs, Consultant, Law Enforcement Training
    Harry L. Smith, Specialist, Law Enforcement Training

Acknowledgment is extended to the various associations and companies who granted permission for use of certain of their materials, as acknowledged by courtesy lines in the Appendix.

Special credits are extended to Robert S. Takacs, Consultant, and Harry L. Smith, Specialist, Law Enforcement Training staff, Trade and Industrial Education Services, for the development of the content and to Dr. Robert M. Reese and the Instructional Materials Laboratory, The Ohio State University, for developing the format and the organizational pattern of the material.

Special mention is extended to the staff of the Instructional Materials Laboratory for their efforts in the composition and production of this manual.

# Contents

PREFACE iii
FOREWORD iv
ACKNOWLEDGMENT vi

TRAINING PROCEDURES

1 Civil Complaints, Dealing With 1
2 Fire Scenes, Handling 5
3 Disaster Scene, Handling 11
4 Unlawful Gathering, Handling 17
5 Traffic Congestion, Handling 23
6 Public Inquiries, Handling 27
7 Mentally Ill Person, Handling 29
8 The Service and Return of Court Documents, Handling 35
9 Crime Prevention Procedures, Handling 39
10 Suspicious Persons, Handling 43
11 Dead On Arrival, Handling 47
12 Emergency Care - First Aid 51

APPENDICES

Appendix A Formation to Disperse Gathering (Squad Wedge) 67
Appendix B Formation to Disperse Gathering (Squad Diagonal-Right or Left) 68
Appendix C Formation to Disperse Gathering (Squad Side Wedge) 69
Appendix D Formation to Hold - Defensive (Squad Skirmish) 70
Appendix E Sample Format For Request For Dispersal 71
Appendix F Sample Format For Order For Dispersal 71
Appendix G Intersections and Other Type Trafficway Control Points 72
Appendix H Rear Strangle Lock - Take Down 73
Appendix I Hands to Heel & Knee - Take Down 74
Appendix J Rear Kick to Knee - Take Down 75
Appendix $J_1$ Vulnerable Points of Attack 76
Appendix K Commercial Restraint Devices 77
Appendix L Partial List of Court Documents 78
Appendix M Civil Process Service - Terms Commonly Used 79
Appendix N Potential Sources For Prepared Crime Prevention Materials 84
Appendix O Suggested List of Crimes For Which Prevention Procedures Should Be Learned and Advocated 85
Appendix P Persons Report 86
Appendix Q Field Notebook Log 87
Appendix R Report of Death 88

Training Procedure No. 1

# CIVIL COMPLAINTS, DEALING WITH

## INTRODUCTORY INFORMATION:

Ministering to the needs of the public is an integral part of an officer's duties. The "need," as identified by a person, usually is in the form of a complaint, request for assistance, or protection. Often these complaints or requests are totally unrelated to the primary or secondary responsibilities of law enforcement. Yet, they must be dealt with because the individual has indicated a "need." The nature of the complaint or request, may at times, be vague thereby requiring personal response or contact by an officer. On the other hand the "need" may be resolved by the person receiving the information via telephone or personal contact at the agency. Either instance necessitates the proper disposition by the officer. The proper disposition can be satisfactorily accomplished when the officer learns how to effectively deal with this "need."

Acceptable performance by the officer helps to create the public support of law enforcement which is absolutely necessary if law enforcement is to fulfill its primary and secondary responsibilities.

## EQUIPMENT NEEDED:

Notebook, Pocket Field
Pen, Ball Point

## GENERAL SAFETY PRACTICES:

Avoid taking sides in any issue
Entering all premises and approaching all persons and things with caution

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Receive assignment or information | 1.1 | From dispatcher |
| | | .2 | Acknowledging call immediately |
| | | .3 | Identifying unit and location |
| | | .4 | From citizen, notifying dispatcher |
| | | .5 | Stopping patrol car before writing |
| | | .6 | Recording on patrol car desk pad: |
| | | .6.1 | Location of scene |
| | | .2 | Type of complaint |
| | | .3 | Person to be contacted and/or complainant and address. |

| STEPS | | KEY POINTS | |
|---|---|---|---|
| | | .6.4 | Time received |
| | | .7 | Repeating location to dispatcher for verification |
| | | .8 | Acknowledging receipt of transmission |
| | | .9 | Requesting required information |
| | | .10 | Understanding assignment |
| 2. | Proceed to scene | 2.1 | As soon as possible, unless otherwise instructed |
| | | .2 | Using most expeditious route |
| | | .3 | Driving safely |
| | | .4 | Obeying all traffic laws |
| | | .5 | Planning operations within known information |
| | | .6 | Notifying dispatcher of personal knowledge |
| 3. | Arrive at scene | 3.1 | Parking safely |
| | | .2 | Giving dispatcher exact location |
| | | .3 | Signalling dispatcher "Out of Service" |
| | | .4 | Recording time |
| | | .5 | Removing ignition key |
| | | .6 | Taking required equipment |
| | | .7 | Alighting from patrol car with caution |
| | | .8 | Locking patrol car |
| | | .9 | Entering onto all premises with caution |
| | | .10 | Approaching all persons and things with caution |
| 4. | Observe scene and situation | 4.1 | Appearing and keeping calm |
| | | .2 | Determining personal safety |
| | | .3 | Gathering information |
| | | .4 | Determining future action |
| | | .5 | Noting: |
| | | .5.1 | Mood and state of participants or complainant |
| | | .2 | Physical and mental conditions of participants or complainant |
| | | .6 | Scanning area for potential weapons |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 5. | Preserve the peace | 5.1 | Greeting complainant or participants with a smile |
| | | .2 | Asking, "May I be of service?" |
| | | .3 | Speaking in soft conversational tone |
| | | .4 | Quieting persons present |
| | | .5 | Removing participants to secluded area |
| | | .6 | Separating participants |
| | | .7 | Rendering personal service impartially |
| 6. | Identify participants or complainant | 6.1 | Contacting complainant first, by name |
| | | .2 | Contacting witnesses in logical order |
| | | .3 | Requesting participants to identify witnesses |
| | | .4 | Recording in notebook: |
| | | .1 | Name |
| | | .2 | Age |
| | | .3 | Address |
| | | .4 | Telephone number |
| | | .5 | Occupation |
| | | .6 | Employer: |
| | | | .1 Address |
| | | | .2 Telephone number |
| 7. | Interview participants | 7.1 | Individually and privately |
| | | .2 | Obtaining accurate information |
| | | .3 | Allowing interviewees to tell own version of event |
| | | .4 | Asking as few questions as possible |
| | | .5 | Recording required notes at completion |
| | | .6 | Repeating interviewees' statements for verification |
| | | .7 | In logical order, depending on circumstances |
| 8. | Verify cause of complaint | 8.1 | Those against government |
| | | .2 | When possible and within capabilities |
| | | .3 | Determining that complaint is civil |

| | STEPS | KEY POINTS |
|---|---|---|
| 9. | Take corrective action | 9.1 Those against government<br>.2 When possible and within capabilities<br>.3 Writing memorandum to department concerned when unable to correct cause<br>.4 Addressing memorandum to department head<br>.5 Routing it through supervisor<br>.6 Completing memorandum before going off duty<br>.7 Keeping a copy for reference<br>.8 Making recommendation when advisable |
| 10. | Explain jurisdiction limitations | 10.1 Regarding civil matters<br>.2 Between local government departments<br>.3 Concerning law enforcement agency's regulations and policies<br>.4 In a courteous manner |
| 11. | Inform and direct complainant | 11.1 Avoid taking sides in any issue<br>.2 Avoid giving legal advice<br>.3 Of possible courses of action<br>.1 Avoiding the suggestion of any possible results<br>.4 Regarding the name, address, and business hours of the proper agency to contact<br>.5 Stating what officer can or will do to assist<br>.6 What complainant can do to assist in solution of complaint<br>.7 Asking if instructions and directions are understood<br>.8 Writing them out, if necessary<br>.9 Thanking the complainant |

Training Procedure No. 2

## FIRE SCENES, HANDLING

### INTRODUCTORY INFORMATION:

Fire fighting is a fireman's task but many times the law enforcement officer is first on the scene. Some of the problems which involve an officer at a fire scene are usually spectators, vehicular traffic congestion and emotional instability. If the officer knows and identifies the problems which may arise and then takes effective measures to prevent or handle them, this materially assists the fire service and citizens of the community. On the other hand, when these problems are not effectively handled, fire fighting efforts may be hindered, personal injury and death multiplied and additional property damage incurred. Through effective handling lives may be saved and government service is definitely improved.

### EQUIPMENT NEEDED:

- Blanket
- Fire Extinguisher, $CO_2$
- Fusees
- Flashlight, Safety Approved
- Notebook, Pocket Field
- Rope

### GENERAL SAFETY PRACTICE:

Do not enter a burning structure except to save lives

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Receive assignment | 1.1 | From dispatcher |
| | | .2 | Acknowledging initial call immediately |
| | | .3 | Identifying unit and giving location |
| | | .4 | Stopping patrol car before writing |
| | | .5 | Recording on patrol car desk pad: |
| | | .1 | Location of scene |
| | | .2 | Person to be contacted |
| | | .3 | Time received |
| | | .6 | Noting situation at scene |
| | | .7 | Noting actual or potential hazards to persons involved |
| | | .8 | Noting personal hazards |
| | | .9 | Noting avenues of approach |
| | | .10 | Understanding assignment |
| | | .11 | Requesting required information |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .12 | Repeating location of scene for verification by dispatcher |
| | | .13 | Ascertaining if fire department has been notified |
| 2. | Proceed to scene | 2.1 | Promptly |
| | | .2 | Driving safely |
| | | .3 | Using most expeditious route |
| | | .4 | Considering avenues of approach |
| | | .5 | Avoiding use of patrol car siren and beacon unless otherwise instructed |
| | | .6 | Planning operations within known information |
| | | .7 | Requesting information and/or assistance--as required |
| | | .8 | Notifying dispatcher of personal knowledge |
| | | .9 | Observing traffic problems in vicinity of scene |
| | | .10 | Watching for persons leaving the immediate scene |
| | | .11 | Watching for fire apparatus responding to scene |
| | | .12 | Yielding right-of-way to fire apparatus |
| 3. | Observe scene and situation | 3.1 | While approaching |
| | | .2 | Gathering information |
| | | .3 | Determining personal safety |
| | | .4 | Noting vehicles blocking fire lane |
| | | .5 | Determining presence of fire fighting apparatus |
| | | .6 | Noting color and amount of flames and smoke |
| | | .7 | Noting number of fires |
| | | .8 | Noting rapidity of flame spread |
| | | .9 | Detecting flammable odors |
| | | .10 | Noting direction of wind |
| | | .11 | Determining if neighboring structures are in danger |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 4. | Arrive at scene | 4.1 | Noting time |
| | | .2 | Turning on patrol car beacon |
| | | .3 | Parking safely |
| | | .4 | Avoiding interference with fire fighting apparatus |
| | | .5 | Using patrol car as barricade |
| | | .6 | Keeping calm |
| | | .7 | Extinguishing incipient fire |
| | | .8 | Notifying dispatcher of state of fire |
| | | .9 | Giving exact location |
| | | .10 | Notifying dispatcher of presence of fire fighting apparatus |
| | | .11 | Alighting from patrol car with caution |
| | | .12 | Locking patrol car |
| | | .13 | Determining if there are occupants in burning structure |
| | | .14 | Determining if there are occupants in neighboring structures |
| | | .15 | Determining if anyone has been killed or injured |
| | | .16 | Directing fire fighting apparatus to scene |
| | | .17 | Removing parked vehicles only upon request of fire service officer-in-charge |
| | | .18 | Requesting assistance--as required |
| 5. | Rescue occupants | 5.1 | Only if fire fighters are not present and conditions permit |
| | | .2 | Warning inhabitants by use of siren and horn |
| | | .3 | Assisting occupants physically |
| | | .4 | Preventing exposure |
| | | .5 | Deter occupants from re-entering burning structure |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .6 | Determining if all occupants have escaped |
| | | .7 | Avoid the wearing of raingear into burning structure |
| | | .8 | Using wet blanket for protection |
| | | .9 | Covering nose and mouth with wet hankerchief |
| | | .10 | Entering burning structures with extreme caution |
| | | .11 | Feeling door to determine heat |
| | | .12 | Opening door only if hand can withstand heat |
| | | .13 | Opening door wide, standing to one side |
| | | .14 | Closing door after passing through |
| | | .15 | Stooping to knee height |
| | | .16 | Remembering hot and toxic gases rise fast |
| | | .17 | Realizing entrance route may not be safe exit route |
| | | .18 | Avoiding the use of flashlight not safety approved |
| 6. | Care for victims | 6.1 | Promptly |
| | | .2 | Requesting appropriate assistance |
| | | .3 | Notifying dispatcher |
| | | .4 | Arranging for care of homeless |
| | | .5 | Contacting appropriate service agency or relatives |
| 7. | Control traffic | 7.1 | Vehicular and pedestrian |
| | | .2 | Keeping fire lane open |
| | | .3 | Until properly relieved |
| | | .4 | Courteously and firmly |
| | | .5 | Preventing damage to fire fighting apparatus |
| | | .6 | Preventing interference with fire fighting operations |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .7 | Removing those vehicles indicated by fire service officer-in-charge |
| | | .8 | Warning and diverting vehicular traffic |
| | | .9 | Selecting and directing to alternate route |
| | | .10 | Setting up fire lines |
| | | .11 | Using patrol car, barricades, and lighting |
| | | .12 | Using bystanders temporarily for assistance |
| | | .13 | Permitting authorized vehicles only inside vehicle fire line |
| | | .14 | Permitting fire fighting personnel only inside pedestrian fire line |
| | | .15 | Facing crowd to control bystanders |
| | | .16 | Checking with fire service officer-in-charge prior to opening additional lanes of traffic at scene |
| | | .17 | Allowing and assisting traffic to regain normal flow when emergency is ended |
| | | .18 | Assisting fire fighting apparatus in leaving scene |
| | | .19 | Leaving scene after securing clearance from fire-service officer-in-charge |
| 8. | Guard property | 8.1 | Until arrival of claimant |
| | | .2 | Until arson investigation is completed |
| | | .3 | Until properly relieved |
| | | .4 | Keeping unauthorized persons away |
| | | .5 | Securing building |
| | | .6 | Barricading area |
| | | .7 | Placing all property in one place |
| | | .8 | Determining ownership |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .9 | Segregating according to ownership |
| | | .10 | Identifying claimant |
| | | .11 | Releasing property to owner or authorized claimant only |
| | | .12 | Recording time property released and identification of claimant |
| | | .13 | Receiving receipt for released property |
| | | .14 | Informing, if requested, claimant of available security arrangements |
| 9. | Assist fire service | 9.1 | Looking for evidence of incendiarism and/or other offense |
| | | .2 | Arranging for photographing scene and spectators, in color preferably |
| | | .3 | Noting and observing spectators |
| | | .4 | Identifying habitual fire spectators |
| | | .5 | Checking with fire fighting personnel |
| | | .6 | Notifying supervisor of suspected offense |
| 10. | Submit reports | 10.1 | Whenever incendiarism and/or evidence of other offense is indicated or when fire department did not respond |
| | | .2 | Promptly |
| | | .3 | Using appropriate forms |
| | | .4 | Constituting permanent record |
| | | .5 | Completing at headquarters |
| | | .6 | Submitting to supervisor |

Training Procedure No. 3

## DISASTER SCENE, HANDLING

### INTRODUCTORY INFORMATION:

Natural disasters are oftentimes predictable, for example, those created by weather. Consequently, operations can be pre-planned by law enforcement so that this type of disaster may be effectively handled. On the other hand, another type of disaster, the unpredictable occurs as a result of violent forces erupting to create destruction of life and property. Even though this type of disaster seldom occurs, law enforcement must still pre-plan for it.

The primary role of law enforcement is coordination of all efforts at the disaster scene. Control exercised by law enforcement at the scene will most effectively achieve the necessary coordination.

The first officer upon the scene will be the key to the successful implementation of the departments pre-planned disaster operation. Among other duties, he will provide vital information to the communications center so that any emergency or rescue operation can be undertaken promptly and efficiently. Because of the very nature of a disaster it is extremely easy for an officer to be caught-up in the panic. The officer must know the duties at the scene and fulfill them. Above all he cannot become a part of or party to the panic.

### EQUIPMENT NEEDED:

Blanket
Flashlight, Safety Approved
Fusees
Notebook, Pocket Field
Rope, Polyproplyene or nylon

### GENERAL SAFETY PRACTICES:

Be calm
Be constantly alert for potential personal hazards

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Receive assignment and information | 1.1 | From dispatcher |
| | | .2 | Acknowledging initial call immediately |
| | | .3 | Identifying unit and giving location |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .4 | Stopping patrol car before writing |
| | | .5 | Recording on patrol car desk pad: |
| | | .1 | Location of scene |
| | | .2 | Person to be contacted |
| | | .3 | Time received |
| | | .6 | Noting situation at scene |
| | | .7 | Noting affected and potential affected area |
| | | .8 | Noting avenues of approach |
| | | .9 | Noting actual or potential hazards to persons involved |
| | | .10 | Noting personal hazards |
| | | .11 | Understanding assignment |
| | | .12 | Requesting required information |
| | | .13 | Ascertaining what other emergency service units have been dispatched |
| | | .14 | Repeating location of scene for verification by dispatcher |
| 2. | Proceed to scene | 2.1 | Promptly |
| | | .2 | Driving safely |
| | | .3 | Considering avenues of approach |
| | | .4 | Using most expeditious route |
| | | .5 | Avoiding use of patrol car beacon and siren unless otherwise instructed |
| | | .6 | Planning operations within known information |
| | | .7 | Requesting information and/or assistance--as required |
| | | .8 | Notifying dispatcher of personal knowledge |
| | | .9 | Watching for and yielding right-of-way to other emergency vehicles responding |
| | | .10 | Exercising care when driving in danger areas |

| STEPS | | KEY POINTS | |
|---|---|---|---|
| 3. | Make reconnaissance | 3.1 | Rapidly and calmly |
| | | .2 | Gathering accurate information |
| | | .3 | Determining perimeter of Theater of Operations: |
| | | 3.3.1 | Immediate disaster area |
| | | .2 | Potential disaster area |
| | | 3.4 | Determining serious damage to: |
| | | .1 | Trafficways |
| | | .2 | Public utilities |
| | | .3 | Sewer systems |
| | | .4 | Buildings |
| | | .5 | Determining number of persons: |
| | | .1 | Killed |
| | | .2 | Injured |
| | | .3 | Homeless |
| | | .4 | Panic stricken |
| | | .6 | Determining law enforcement hazards which afford possibilities of looting |
| | | .7 | Determining number, location, and stage of fires |
| | | .8 | Determining direction of wind |
| | | .9 | Obtaining information desired by dispatcher |
| | | .10 | Determining emergency vehicle lanes |
| | | .11 | Locating and identifying unexploded ordinance |
| | | .12 | Working in towards center of Theater of Operations |
| 4. | Report information | 4.1 | To dispatcher |
| | | .2 | Immediately and calmly |
| | | .3 | When radio is free for transmission |
| | | .4 | Identifying unit and location |
| | | .5 | Indicating results of reconnaissance |
| | | .6 | Labeling statements that are opinions |
| | | .7 | Keeping transmissions brief |
| | | .8 | Breaking long transmissions periodically |

## LAW ENFORCEMENT OFFICER TRAINING

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 5. | Arrive at scene | 5.1 | Observing while approaching |
| | | .2 | Stopping siren, if used, leaving on patrol car beacon |
| | | .3 | Parking properly |
| | | .4 | Watching for toppling buildings, street cave-ins, and downed wires |
| | | .5 | Requesting assistance |
| | | .6 | Alighting from patrol car with caution |
| | | .7 | Avoiding interference with emergency apparatus |
| | | .8 | Locking patrol car |
| | | .9 | Rescuing victims |
| | | .10 | Administering first aid |
| 6. | Observe scene and situation | 6.1 | Gathering further information |
| | | .2 | Determining personal safety |
| | | .3 | Determining number and degree of personal injuries |
| | | .4 | Determining amount and degree of property damage |
| | | .5 | Noting type and amount of emergency and/or rescue equipment and personnel required |
| | | .6 | Noting danger to neighboring property |
| 7. | Establish law enforcement lines | 7.1 | As ordered by supervisor or dispatcher |
| | | .2 | Preventing further injury and damage |
| | | .3 | Keeping unauthorized vehicles and pedestrians away from scene |
| | | .4 | Keeping emergency vehicle lanes open |
| | | .5 | Preventing interference with rescue operations |
| | | .6 | Using patrol car as barricade |
| | | .7 | Controlling traffic |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .8 | Selecting and directing traffic to alternate routes |
| | | .9 | Maintaining lines until emergency is ended or until properly relieved |
| | | .10 | Assisting traffic in returning to normal flow |
| 8. | Guard property | 8.1 | Preventing looting |
| | | .2 | Keeping unauthorized persons away |
| | | .3 | Issuing receipt for found property to finder |
| | | .4 | Turning in found property to property officer |
| | | .5 | Determining and identifying owner |
| | | .6 | Recording information learned |
| | | .7 | Until properly relieved |

Training Procedure No. 4

# UNLAWFUL GATHERING, HANDLING

## INTRODUCTORY INFORMATION:

The beat officer will occasionally be called upon to handle various types of public gatherings. These assignments may range from school-aged children playing in the street, to thousands of adults rioting in a community. A riotous mob is an example of what a community would be like without law enforcement services. The law exists prohibiting such conduct; but it is not effective without the officer's enforcement.

Any public gathering is a potentially explosive situation. Unfortunately it is extremely difficult to determine who or what will light the fuse. Certain elements that are clues to a potential mob or riot can be detected. When these are recognized and handled it may well be that a potentially explosive situation can be controlled.

## EQUIPMENT NEEDED:

Baton, Riot
Form, Field Interrogation Report
Form, Preliminary Investigation Report
Form, Request to Disperse
Gas Masks
Grenades, Tear Gas
Helmet, Safety
Riot Statute, Prepared Copy in Pocket Notebook
Shotgun, Riot

## GENERAL SAFETY PRACTICES:

Be calm, firm, and objective
Concentrate on dispersal
Maintain vigilance
Wearing safety helmet properly secured at all times
Watch for objects thrown from behind front ranks of gathering
Avoid encirclement
Maintain position in formations
Guard officers and other departmental equipment
Riot equipment must be in good order
Remove wrist watch, badges, glasses, and neckties

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Receive assignment and information | 1.1 | From dispatcher |
| | | .2 | Acknowledging call immediately |
| | | .3 | Identifying unit and giving location |
| | | .4 | Stopping patrol car before writing |
| | | .5 | Recording on patrol car desk pad: |
| | | .1 | Location of scene |
| | | .2 | Type of offense |
| | | .3 | Person to be contacted |
| | | .4 | Time received |
| | | .6 | Noting situation at scene |
| | | .7 | Noting actual or potential hazards to persons involved |
| | | .8 | Noting estimated number of persons involved |
| | | .9 | Noting kind and number of weapons involved |
| | | .10 | Noting personal hazards |
| | | .11 | Noting avenues of approach |
| | | .12 | Understanding assignment |
| | | .13 | Requesting required information |
| | | .14 | Repeating location of scene for verification by dispatcher |
| 2. | Proceed to scene area | 2.1 | Quickly as possible |
| | | .2 | Driving safely |
| | | .3 | Using most expeditious route |
| | | .4 | Considering avenues of approach |
| | | .5 | Using patrol car beacon and/or siren--as required |
| | | .6 | Planning operations within known information |
| | | .7 | Notifying dispatcher of personal knowledge |
| | | .8 | Observing traffic problems in vicinity of scene |
| | | .9 | Stopping patrol car at selected vantage point |
| | | .10 | Allowing avenues of escape for crowd |
| | | .11 | Turning off patrol car beacon and stopping siren |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 3. | Observe scene and situation | 3.1 | From selected vantage point |
| | | .2 | Keeping out of sight |
| | | .3 | Keeping calm |
| | | .4 | Gathering information |
| | | .5 | Determining personal safety |
| | | .6 | Determining mood and state of gathering |
| | | .7 | Noting type and direction of movement |
| | | .8 | Scanning group for weapons or potential weapons |
| | | .9 | Scanning area for avenue of departure for crowd |
| | | .10 | Identifying leaders |
| | | .11 | Noting offenses and identifying perpetrators |
| | | .12 | Determining future action |
| 4. | Request assistance | 4.1 | As required |
| | | .2 | Using radio |
| | | .3 | Notifying dispatcher of: |
| | | .1 | Situation at scene |
| | | .2 | Number of persons involved |
| | | .3 | Weapons being or liable to be used |
| | | .4 | Asking that supervisor be sent |
| | | .5 | Designating sufficient personnel, weapons, and equipment to insure success |
| | | .6 | Designating assembly point |
| | | .7 | Designating routes of approach |
| | | .8 | To photograph for other units, scene and participants |
| 5. | Plan tactics | 5.1 | With supervisor, dispatcher, and assisting personnel |
| | | .2 | Selecting avenues of officer's approach and escape for crowd |
| | | .3 | Selecting formations (See App. A, B, C, D) |
| | | .4 | Designating positions, weapons, and equipment |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .5 | Assigning duties |
| | | .6 | Assigning guard to law enforcement agency's equipment |
| | | .7 | Selecting method of handling prisoners and injured |
| | | .8 | For removing cause of dissension |
| 6. | Request dispersal | 6.1 | From discreet distance |
| | | .2 | Protecting speaker |
| | | .3 | Keeping calm |
| | | .4 | Maintaining military bearing |
| | | .5 | Remaining courteous but firm |
| | | .6 | Speaking in conversational and understandable tone |
| | | .7 | Request cooperation (See Appendix E ) |
| | | .8 | Explaining reasons for request |
| | | .9 | Avoiding arguments |
| | | .10 | Thanking participants for cooperation |
| | | .11 | Notifying gathering of: |
| | | .1 | Actual and potential offenses |
| | | .2 | Possible injury |
| | | .3 | Allotted time and avenues of departure |
| | | .12 | Using loudspeaker to insure hearing |
| 7. | Order dispersal | 7.1 | At end of allotted time |
| | | .2 | Keeping calm |
| | | .3 | According to law (See Appendix F ) |
| | | .4 | Identifying self as a law enforcement officer, by name and agency |
| | | .5 | Reading the riot statute |
| | | .1 | Placing an officer on opposite perimeter of assembly to test and insure hearing |
| | | .6 | Designating time allotted for compliance |

## LAW ENFORCEMENT OFFICER TRAINING

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 8. | Approach assembly | 8.1 | At expiration of allotted time |
| | | .2 | To physically disperse crowd |
| | | .3 | Removing wrist watch, shoulder strap, glasses, tie, and badges |
| | | .4 | Wearing prescribed equipment |
| | | .5 | Carry prescribed weapons |
| | | .6 | Fearlessly |
| | | .7 | Keeping calm |
| | | .8 | In prescribed formation |
| | | .9 | Maintaining position in formation |
| | | .10 | Advancing at slow, steady pace |
| | | .11 | Avoiding conversation |
| | | .12 | Listening for commands |
| | | .13 | Being alert to potential hazards |
| | | .14 | Using peripheral vision |
| | | .15 | Watching for objects thrown from behind front ranks of assembly |
| | | .16 | Executing orders with snap, confidence, and precision |
| | | .17 | Caring for injured officers |
| 9. | Arrest violators | 9.1 | Objectively and impartially |
| | | .2 | Selecting leaders and agitators |
| | | .3 | Removing them quickly from view and scene |
| | | .4 | Protecting arresting officers |
| | | .5 | Guarding against escape or liberation attempts |
| | | .6 | Gathering physical evidence |
| | | .7 | Protecting weapons and/or evidence |
| | | .8 | Using only necessary force |
| 10. | Follow-up | 10.1 | To prevent recurrence |
| | | .2 | Gathering information and evidence for reports and prosecution |
| | | .3 | Determining cause, instigators, and method of operation |
| | | .4 | Identifying participants |
| | | .5 | Breaking up large segments into ever smaller groups |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 11. | Submit reports | 11.1 | Completing Preliminary Investigation Report Form |
| | | .2 | At headquarters |
| | | .3 | To supervisor |
| | | .4 | Recording injury to persons and damage to property |

Training Procedure No. 5

## TRAFFIC CONGESTION, HANDLING

### INTRODUCTORY INFORMATION:

The motoring public expects to travel the trafficways with a minimum of interruption. Should an interruption occur it usually creates an irritated driver. The irritated driver can easily become an accident going somewhere to happen.

An officer handling traffic congestion can and must rapidly and effectively restore traffic to its normal flow. This is best accomplished by identifying the problem and correcting it. A system of distinct gestures and signals make drivers respond, thereby, providing for a minimum of interruption which the motoring public appreciates.

### EQUIPMENT NEEDED:

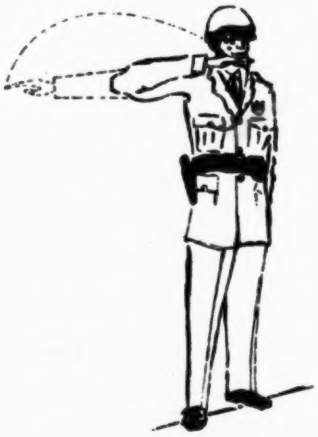
Whistle, Traffic
*Baton, Traffic, Red
*Flashlight, Clear lens
Gloves, White or Yellow Cloth

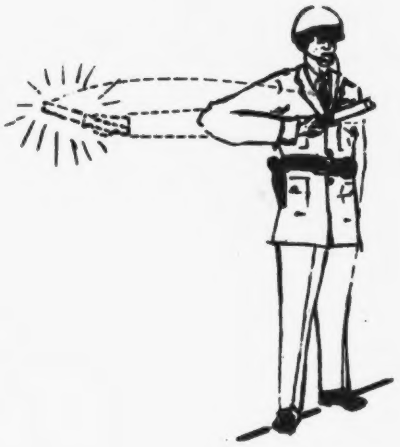
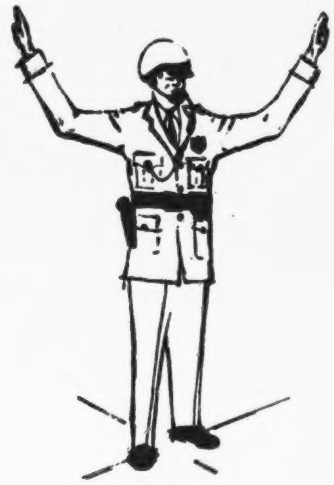
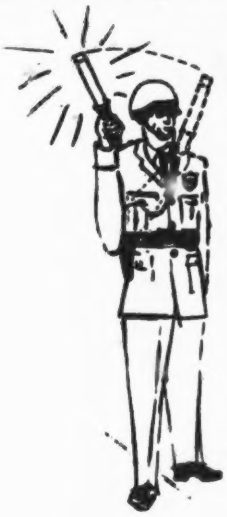
* To be used at night

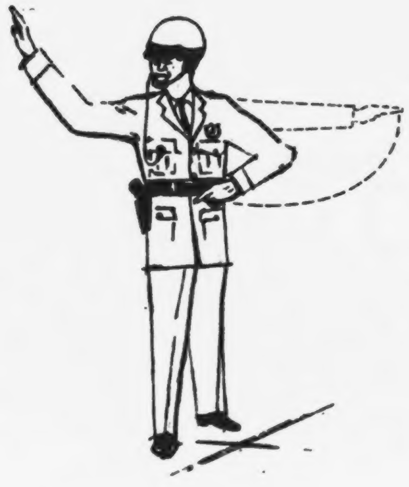
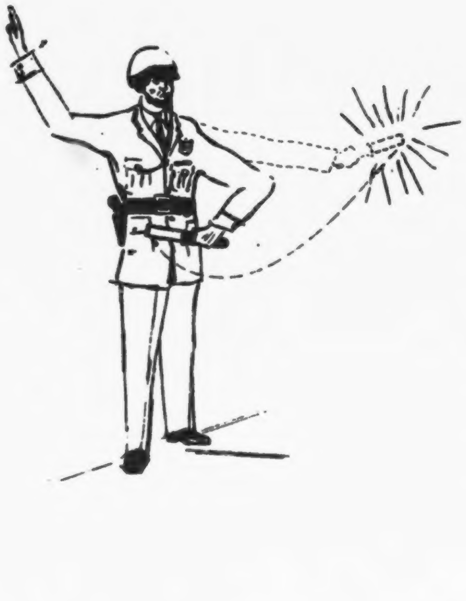
### GENERAL SAFETY PRACTICES:

Being constantly alert to moving traffic and pedestrians
Always selecting best position to see and to be seen
Using Traffic Baton at night or during adverse weather conditions

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Observe scene and situation | 1.1 | After parking properly |
| | | .2 | Selecting safe position while standing or walking |
| | | .3 | Quickly scanning area to determine: |
| | | .1 | Cause of congestion |
| | | .2 | Urgent matters requiring immediate action |
| | | .3 | Course of Action |
| 2. | Relieve cause of congestion | 2.1 | Taking action to: |
| | | .1 | Remove obstruction |
| | | .2 | Effect temporary or permanent repairs |
| | | .2 | Route traffic around cause temporarily |

| STEPS | | KEY POINTS | |
|---|---|---|---|
| | | .3 | Replace signal control with officer control |
| 3. | Direct traffic | 3.1 | Before or after relieving cause |
| | | .2 | Selecting officer control point: (See Appendix G) |
| | | .1 | Safest |
| | | .2 | Clearly seen |
| | | .3 | BEING CONSTANTLY ALERT TO MOVING VEHICLES AND PEDESTRIANS |
| a. | Assume ready position | a.1 | Standing erect |
| | | .2 | Keeping feet 8" to 10" apart |
| | | .3 | Letting arms hang naturally |
| | | .4 | Balancing weight on both feet |
| | | .5 | Having traffic whistle ready |
| b. | Start traffic using hand gesture  | b.1 | Standing parallel or at slight angle to traffic |
| | | .2 | Attracting drivers attention by: |
| | | .1 | Pointing index finger at driver from shoulder height |
| | | .2 | Blowing two (2) short blasts of traffic whistle only if necessary |
| | | .3 | Turning wrist so palm is up after pointing |
| | | .4 | Using elbow as pivot point |
| | | .5 | Swinging forearm in an upward arc |
| | | .6 | Bringing hand to position in front of chin, palm down, forearm parallel to ground |
| | | .7 | Repeating if driver does not respond |

| STEPS | KEY POINTS |
|---|---|
| | .8 Making movement of arm deliberate |
| c. Start traffic using traffic baton<br> | c.1 Positioning body at slight angle facing traffic<br>.2 Pointing traffic baton at driver from shoulder height<br>.3 Using elbow for pivot<br>.4 Arcing traffic baton upward and across to front of body |
| d. Stop traffic using hand gesture<br> | d.1 Standing parallel to moving traffic<br>.2 Looking right and left carefully<br>.3 Thrusting one arm or both upward so hands are slightly above head<br>.4 Palm (s) facing approaching traffic fingers joined<br>.5 Repeating for stopping traffic in all directions |
| e. Stop traffic using Traffic Baton<br> | e.1 Facing traffic to be stopped<br>.2 Keeping firm grip on traffic baton with strong hand<br>.3 Upper arm parallel to ground<br>.4 Forearm vertical to ground<br>.5 Arc baton across body, slightly above head, from shoulder to shoulder |

| STEPS | KEY POINTS |
|---|---|
| f. Turn traffic using hand gesture<br> | f.1 Stopping opposing traffic<br>.2 Moving back towards stopped traffic<br>.3 Allowing room in front of you for turn<br>.4 Keeping arm and hand at stop gesture<br>.5 Using free arm and hand to point at driver to make turn<br>.6 Lower arm in arc across body<br>.7 Pointing in direction of turn |
| g. Turn traffic using traffic baton<br> | g.1 Stop opposing traffic (see Step 3e.)<br>.2 Reposition body at slight angle facing traffic to turn<br>.3 Point traffic baton at driver from shoulder height<br>.4 Use straight arm motion<br>.5 Arc baton downward, about stomach height<br>.6 Point to area driver will turn to |

Training Procedure No. 6

## PUBLIC INQUIRIES, HANDLING

### INTRODUCTORY INFORMATION:

The uniform worn by law enforcement officers is distinctive. It is easily identified by the person seeking information and at almost any hour this person can find an officer. Most persons assume that there is little an officer does not know. They recognize the wide range and variety of tasks performed by an officer.

Each officer soon learns that inquiries will range from the ridiculous to the sublime, but one element is present in the majority of inquiries, that is, sincerity. An officer may not always have an answer but there must always be the earnest desire to assist in finding it for the inquiring person.

### EQUIPMENT NEEDED:

City or county map
City Directory, County

### GENERAL SAFETY PRACTICES:

Being constantly alert against personal attack
Avoid giving misinformation

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Meet Inquirer | 1.1 | Getting out of patrol car to converse and notifying dispatcher |
| | | .2 | Greeting courteously by time using "Sir or "Ma'am" |
| | | .3 | Standing at a safe distance |
| | | .4 | Keeping strong hand side away |
| | | .5 | Asking "May I help you?" |
| | | .6 | Using tone of voice indicating sincerity |
| 2. | Listen | 2.1 | Paying close attention |
| | | .2 | Allowing inquirer to state question fully |
| | | .3 | Asking inquirer politely, to repeat parts not understood |
| 3. | Answer | 3.1 | Using clear voice just loud enough to be heard |

| STEPS | | KEY POINTS |
|---|---|---|
| | .2 | Accurately after understanding question |
| | .3 | Referring to proper authority or agency if answer is not known |
| | .4 | Giving directions most easily understood |
| | .5 | Saying "I don't know but will find out for you" or "help you to find the answer" |
| | .6 | Following up answer by showing the way, according to departmental policy |
| | .7 | Refraining from selling a person, place or thing. |

# MENTALLY ILL PERSON HANDLING

## INTRODUCTORY INFORMATION:

Mentally ill persons come to the attention of law enforcement officers usually because of their actions. Their behavior is unpredictable. The officer handling the situation acts accordingly but must remain in [illegible] form. A technique to handle various behavioral patterns must be devised by the officer. This is not an easy task. Duty requires that the public be protected, at the same time the officer must safeguard his own life while also treating the mentally ill person as being sick. The technique which provides for the greatest margin of safety to all concerned, and assures the safe arrival of the mentally ill person at the designated facility, is the one officers must strive towards.

An officer can help himself in becoming better equipped to handle mentally ill persons by acquiring a knowledge of the various types of mental illness. Mental and physical action or reaction vary with type and person. A better understanding of mentally ill persons may provide the officer with the necessary forewarning to successfully accomplish handling the task.

## EQUIPMENT NEEDED:

Restraint device(s) (commercial) (See Appendix K)

## GENERAL SAFETY PRACTICES:

Be constantly alert
Notify dispatcher and give exact location when leaving patrol car
Approach all persons and things with caution
Isolate person or re-position potential weapons
Be careful to use only necessary amount of force to bring person under control
Use appropriate restraint device for mentally ill

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Receive assignment and information | 1.1 | From dispatcher |
| | | .2 | From supervisor |
| | | .3 | From observation, notifying dispatcher or supervisor |
| | | .4 | Recording on patrol car desk pad: |
| | | .1 | Date and time received or observed |
| | | .2 | Location |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .3 | Person to be contacted or complainant and address |
| | | .5 | Requesting repeat of information not understood |
| 2. | Proceed to scene | 2.1 | Arranging for pick-up of restraint equipment |
| | | .2 | Driving safely |
| | | .3 | Avoiding use of red light and siren unless otherwise instructed |
| | | .4 | Planning personal operations from known information |
| 3. | Arrive at scene | 3.1 | Selecting parking place |
| | | .2 | Parking properly |
| | | .3 | Giving dispatcher exact location |
| | | .4 | Signalling "out-of-service" |
| | | .5 | Recording time of arrival |
| | | .6 | Removing ignition key |
| | | .7 | Taking required equipment |
| | | .8 | Carrying restraint equipment in weak hand behind back |
| | | .9 | Entering all premises with caution |
| | | .10 | Approaching all persons and things with caution |
| 4. | Observe scene and situation | 4.1 | From a selected safe location |
| | | .2 | Noting: |
| | | .1 | Actions of mentally ill person and others |
| | | .2 | Potential weapons |
| | | .3 | Exits |
| | | .4 | Conversation (s) |
| | | .3 | Determining and calling for assistance, as required |
| | | .4 | Planning future action |
| | | .5 | Watching mentally ill person constantly |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .6 | Taking immediate action to protect life or preserve the peace |
| 5. | Gather information | 5.1 | To assist in planning approach |
| | | .2 | Watching mentally ill person constantly |
| | | .3 | Talking to: |
| | | .1 | Persons present |
| | | .2 | Relatives or friends having personal knowledge |
| | | .3 | Mentally ill person |
| | | .4 | Using gentle voice and calm approach |
| | | .5 | Avoiding controversy |
| | | .6 | Finding out who-what-when-where-how and why |
| | | .7 | Determining, when possible if physical injury or illness is cause of mental illness |
| | | .8 | Requesting person (s) not involved to leave |
| | | .9 | Keeping strong hand side (weapon side) away from person being spoken to |
| | | .10 | Isolating mentally ill person from: |
| | | .1 | Potential weapons |
| | | .2 | Exits |
| | | .3 | Other persons, as appropriate |
| 6. | Take into custody | 6.1 | Searching for weapons |
| | | .2 | Using gathered information to plan approach |
| | | .3 | Having assistance from female officer or trusted adult woman for females |
| | | .4 | Using restraining devices as needed |
| | | .5 | PERSUASION FIRST - FORCE LAST |

| STEPS | | KEY POINTS | |
|---|---|---|---|
| a. | Persuasion | a.1 | Approaching slowly, cautiously and calmly |
| | | .2 | Taking position out of arm and leg reach |
| | | .3 | Using gentle voice |
| | | .4 | Watching constantly |
| | | .5 | Avoiding sudden movements |
| | | .6 | Assuring person you will help |
| | | .7 | Answering questions honestly |
| | | .8 | Ignoring insults, profanity, or actions, that will not do bodily harm |
| | | .9 | Refraining from use of words such as, hospital, crazy, nuts, looney, etc. |
| | | .10 | Requesting that he or she accompany you |
| | | .11 | Showing kindness and understanding |
| | | .12 | Keeping restraining device out of sight |
| b. | Force | b.1 | Using ONLY that amount necessary to bring person under control |
| | | .2 | Maneuvering person into best position to apply physical restraint |
| | | .3 | Using take down hold (see Appendices H, I, J, $J_1$) |
| | | .4 | Securing with restraining device (see Appendix K) |
| | | .5 | Handcuffing as a last resort or until able to get appropriate restraint device |
| | | .6 | Using blankets, sheets, rugs, stretchers to hold violent persons |
| | | .7 | Indicating type of physical action used and reason on appropriate report form |

[illegible]

[illegible]

7. [illegible]

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

8. Process person

8.1 Watching person constantly
.2 Using caution when unloading from patrol car
.3 Locking or watching, as appropriate, person after removal from patrol car
.4 Escorting to proper authority
.1 Consulting magistrate
.2 Advising officer of appropriate facility
.5 Detaining at jail facility only as last resort or according to departmental procedures
.6 Transporting to facility designated by magistrate
.7 Following procedures of facility
.8 Having necessary commitment or admission papers, as required
.9 Providing information and signing forms as appropriate

| STEPS | | KEY POINTS | |
|---|---|---|---|
| | | .10 | Acquiring necessary forms for return to department or committing magistrate |
| | | .11 | Accompanying attendant to assist, as needed |
| | | .12 | Recording all personal property removed |
| | | .13 | Having person removing property, sign list |
| 9. | Submit reports | 9.1 | To supervisor as required |
| | | .2 | Before going off duty |
| | | .3 | Including all required documents and information |

Training Procedure No. 8

# THE SERVICE AND RETURN OF COURT DOCUMENTS, HANDLING

## INTRODUCTORY INFORMATION:

The courts in order to function in accordance with our system of jurisprudence use various documents. These documents either notify or have brought before the court persons or things for the purpose of administering justice.

Court documents issued for service are either criminal or civil in context. The documents are varied and the handling procedure is based on the type of document. Once the document is drawn by the court it then, usually, is an assignment for an officer to "serve and return" it. State statute governs the document from its inception. It also fixes responsibility and provides the penalty for improper service.

Special knowledge and certain skills are required to properly handle this assignment. When this knowledge and these skills are acquired, the officer is then better prepared to handle the assignment. Proper service reflects the efficiency of the officer and aids in the smooth functioning of the court in its administration of justice.

## EQUIPMENT NEEDED:

Directory, City and/or County
Handcuffs
Map, City and/or County
Notebook, Pocket
Pen
Pencil
Uniform of the day

## GENERAL SAFETY PRACTICES:

Being certain all documents are executed in accordance with the law and departmental procedure.
Be constantly alert for potential personal hazards
Approach all persons and things with caution
Notifying dispatcher before leaving patrol car
Keeping arrestee under control and in view at all times
Constantly watching person being served document
Park properly

## LAW ENFORCEMENT OFFICER TRAINING

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Receive assignment and information | 1.1 | From supervisor or person in charge of document service |
| | | .2 | Asking if there are any special instructions |
| | | .3 | Recording date and time assignment received |
| 2. | Identify document (s) and type of service | 2.1 | Criminal or civil (See App. L) |
| | | .2 | Personal or residential service (See App. M) |
| | | .3 | Check for: |
| | | .1 | Name of person to serve and return |
| | | .2 | Proper signature |
| | | .3 | Proper seal of court |
| | | .4 | All blanks are properly filled in |
| 3. | Plan service | 3.1 | Using county or city directory, phone book and Post Office as sources for checking addresses |
| 3.a | criminal | a.1 | Gathering necessary information about person named in warrant, such as: |
| .1 | warrant to arrest | .1.1 | Name and alias if used |
| | | .1.2 | Physical description from head to toe |
| | | .1.3 | Location of arrestee: |
| | | .1.3.1 | Residence |
| | | .1.3.2 | Place of employment |
| | | .1.3.3 | Places often frequented |
| | | .1.3.4 | Relatives or friends homes |
| | | a.2 | Background information |
| | | .2.1 | Past record and arrests |
| | | .2.2 | Behaviorial pattern |
| | | a.3 | Requesting assistance as needed |
| | | a.4 | Consulting with proper authority when in doubt |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| .b | civil | b.1 | Selecting and arranging documents to save miles and time on the basis of: |
| | | .1.1 | Priority |
| | | .1.2 | Location to be served |
| | | .2 | Arranging for necessary assistance |
| 4. | Execute service | 4.1 | After checking validity of document |
| | | .2 | According to document being served |
| | | .3 | Greeting recipient courteously |
| | | .4 | Being constantly alert to personal attack |
| | | .5 | Answering questions politely and referring to proper authority when answers not known |
| | | .6 | Using persuasion first to obtain compliance with court document, force only as last resort |
| | | .7 | Handcuffing as appropriate |
| .a | Personal | 4.a.1 | Establishing identity of recipient |
| | | .a.2 | Following instructions according to type of document, EXAMPLES: |
| | | .a.2.1 | Reading injunction clauses |
| | | .a.2.2 | Padlocking establishment |
| | | .a.2.3 | Attaching property |
| | | .a.2.4 | Collecting monies |
| | | .a.3 | Handing document to person named therein |
| | | .a.4 | Recording: |
| | | .a.4.1 | Time - E.S.T. - D.S.T. or other |
| | | .a.4.2 | Date |
| | | .a.4.3 | Place if different than address listed |
| | | .a.5 | Selecting safe place to stand |
| | | .a.6 | Avoiding legal advice |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| .b | Residential | 4.b.1 | Establishing if person named actually resides at the address listed on document, by: |
| | | .b.1.1 | Checking with neighbors |
| | | .b.1.2 | Checking with person answering door |
| | | .b.2 | Recording data according to State Statute and departmental procedure |
| 5. | Record and return data | 5.1 | According to State Statute and departmental procedure |
| | | .2 | Including: |
| | | .1 | Date served |
| | | .2 | Time served |
| | | .3 | Address (if different) |
| | | .4 | Mileage |
| | | .5 | Service by whom |
| | | .3 | Returning all information and records to appropriate person |
| | | .4 | Including information useful to department |

Training Procedure No. 9

## CRIME PREVENTION PROCEDURES, HANDLING

### INTRODUCTORY INFORMATION:

A fundamental objective of every police agency is that of crime prevention. The procedures developed, adopted, and implemented to attain this objective helps to partially contain the crime problem facing our nation. Crime has shown an insidiously steady increase down through the years. Combating it is a tremendous task requiring the efforts and resources of all persons. However, the law enforcement officer is directly charged with this task. Subsequently, the aid of persons and things, enlisted by the officer, will contribute substantially to making his task a little easier. Education of the public in safeguarding each other and their property by reporting any incident which may be criminal will contribute most to this combat. Therefore, it can be readily noted that each officer must strive to convince the public, that law enforcement is concerned with their welfare and property. Furthermore, that through cooperation, life, liberty, and the pursuit of happiness will have more meaning. The criminal element of our society will soon realize that total war has been declared, when crime prevention procedures are employed by the public as advocated by law enforcement.

### EQUIPMENT NEEDED:

Brochures, pamphlets, etc., crime prevention techniques (see App. N)
Card, Business (officers)
Log, Field Notebook
Report, Security Survey
Report, Unoccupied Home

### GENERAL SAFETY PRACTICES:

Be certain that information is offered only to reputable persons

Making certain any quotes of the law are correct and clearly understood

## LAW ENFORCEMENT OFFICER TRAINING

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Learn techniques (See App. O) | 1.1 | Studying specific crime and literature concerning it |
| | | .2 | Devising ways and means of preventing or deterring the criminal act |
| | | .3 | Referring to the law to substantiate technique for prevention |
| | | .4 | Utilizing all available resources for already prepared materials (See App. N) |
| | | .5 | Committing technique to memory or recording step-by-step procedure |
| | | .6 | Discussing with brother officer (s) |
| 2. | Approach person (s) | 2.1 | Greeting courteously |
| | | .2 | Speaking confidently |
| | | .3 | Explaining "why" you're there |
| | | .4 | Offering to meet with them another time if too busy |
| | | .5 | Determining their interest by questioning |
| | | .6 | Allowing person to offer their views |
| 3. | Advocate technique | 3.1 | According to departmental procedure |
| | | .2 | After obtaining necessary clearance from supervisor |
| | | .3 | Offering ONLY to reputable persons |
| | | .4 | Motivating person to want to participate |
| | | .5 | Including detailed discussion so that it is clearly understood |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .6 | Including any civil or physical dangers involved. |
| | | .7 | Learning necessary printed information, material, etc. |
| | | .8 | Recording name, address, telephone number, of person, date contacted and technique advised. |
| | | .9 | Using appropriate departmental forms. |
| 4. | Follow-up | 4.1 | Returning periodically to person advised. |
| | | .2 | Advising of any new ideas or changes in technique. |
| | | .3 | Checking on any items that may need replacement. |

Training Procedure No. 10

# SUSPICIOUS PERSONS, HANDLING

## INTRODUCTORY INFORMATION:

Prevention of crime is one of the primary responsibilities facing a law enforcement officer. Ideally, the lack of crime on the beat is the goal towards which the officer strives. One of the yardsticks of measuring an officer's ability in patrolling is the incidence of crime on his beat.

A method of suppressing crime on the beat is to handle suspicious persons. Many times the so called "routine stop" will deter the commission of a criminal act. However, it must be remembered that the individual enjoys the freedom of coming and going as he chooses. The determination of whether the individual is suspicious or not is critical. It must be based on sound procedure from the standpoints of legality and personal safety.

## EQUIPMENT NEEDED:

Flashlight
Notebook, Field
Pen, Ballpoint
Pencil, Mechanical
Report, Persons (See App. P)

## GENERAL SAFETY PRACTICES:

Assume defensive stance while talking
Keep alert to movements of person
Keep hands free
Watch for associates

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Approach person | 1.1 | As soon as possible |
| | | .2 | Unfastening holster flap or strap |
| | | .3 | Scanning area |
| | | .4 | Selecting spot for interview |
| | | .5 | Moving in from rear and/or side |
| | | .6 | Constantly watching for movements |
| | | .7 | Using peripheral vision to detect approach of associate |
| | | .8 | Using available cover to protect back or side |
| | | .9 | Watching for objects person may discard |
| | | .10 | Noting: |
| | | .1 | Dress, for identification |
| | | .2 | Physical and mental condition |
| | | .3 | Personal physical characteristics |
| 2. | Stop person | 2.1 | Addressing courteously as "Sir" or "Ma'am" |
| | | .2 | Stating "I would like to talk to you" |
| | | .3 | Using only enough voice volume to be heard |
| | | .4 | Standing to the right of and slightly sideways |
| | | .5 | Keeping out of arms or legs reach |
| | | .6 | Assuming defensive stance |
| | | .7 | Isolating person by moving to doorway, around corner, etc. |
| | | .8 | Identifying self by rank, name, and department |
| | | .9 | Explaining "I would like you to identify yourself" |
| | | .1 | Requesting person verbally give name, address, also to spell name |
| | | .2 | Asking for identification documents |
| | | .3 | Noting any discrepancies from verbal to document |
| | | .10 | Keeping constantly alert to personal attack |
| | | .11 | Noting any unusual appearance or action |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .12 | Having person assume spread-eagle position against vertical surface if dangerous or known felon |
| 3. | Question person | 3.1 | Politely |
| | | .2 | Determining: |
| | | .1 | Why person is in area |
| | | .2 | Method of travel: walking, riding |
| | | .3 | How long in area |
| | | .4 | Coming from where and going where |
| | | .5 | Employed by whom and where |
| | | .3 | Maintaining defensive stance |
| | | .4 | Keeping hands free |
| | | .5 | Obtaining character check from dispatcher, as appropriate at the time |
| 4. | Record information | 4.1 | After or during interview, as appropriate |
| | | .2 | Being certain all information on Persons Report is obtained |
| | | .3 | Using form contained in field notebook when necessary |
| | | .4 | Location of interview including date, time, day of week |
| | | .5 | Using notebook log if satisfied person is law abiding |
| 5. | Submit report (s) | 5.1 | To supervisor |
| | | .2 | Using supplemental report for further explanation |
| | | .3 | Being certain reports are detailed and correct |

Training Procedure No. 11

## DEAD ON ARRIVAL, HANDLING

### INTRODUCTORY INFORMATION:

Death reported to a law enforcement agency must be investigated. The handling of a death by an officer is a task that leaves no margin for error. There are facts and determinations to be made that will present a serious challenge to the officer's ability to reconstruct what happened. The officer shall investigate by patient inquiry, observation and examination. Facts surrounding any death must be ascertained and oftentimes further corroborated by the coroner and/or a pathologist before it is listed in one of the following categories of death: Natural causes, accidental, suicide or homicide.

### EQUIPMENT NEEDED:

Bags, Evidence
Camera
Clipboard
Compass
Containers
Crayon, Marking (yellow lumber)
Flashlight
Handcuffs
Knife, pocket
Notebook (with forms)
Paper, graph
Pen, Ballpoint
Pencil, Mechanical
Ruler
Tape 100' - Metal Reinforced cloth
Tape 10' - White Surface Spring steel tape

### GENERAL SAFETY PRACTICES:

Be calm
Be constantly alert for personal hazards
Keep dispatcher properly informed
Be sure that you understand and are understood

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Receive assignment and information | 1.1 | From dispatcher |
| | | .2 | Acknowledging call immediately |
| | | .3 | Identifying unit and give location |
| | | .4 | From citizen, notifying dispatcher |
| | | .5 | Stopping patrol car before writing |
| | | .6 | Recording on patrol car desk pad: |
| | | .1 | Time call received |
| | | .2 | Location of scene |
| | | .3 | Person to be contacted and/or complainant and address |
| | | .7 | Requesting additional information |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| | | .8 | Repeating location of scene for verification by dispatcher |
| | | .9 | Acknowledge receipt of transmission |
| 2. | Proceed to scene | 2.1 | Immediately |
| | | .2 | Driving safely |
| | | .3 | Using most expeditious route |
| | | .4 | Using beacon light and siren as instructed |
| | | .5 | Planning personal operations based on known information |
| | | .6 | Watching for persons or vehicle fleeing scene |
| 3. | Arrive at scene | 3.1 | Park properly |
| | | .2 | Identifying cars parked near the scene-record license number (s) |
| | | .3 | Giving dispatcher exact location |
| | | .4 | Signaling dispatcher "Out of Service" |
| | | .5 | Recording time of arrival |
| | | .6 | Removing ignition key from patrol car |
| | | .7 | Taking required equipment |
| | | .8 | Unfastening holster flap |
| | | .9 | Alighting from patrol car with caution |
| | | .10 | Locking patrol car, as appropriate |
| | | .11 | Approaching and entering scene with caution |
| | | .12 | Being alert to personal safety hazards |
| | | .13 | Requesting everyone to remain at scene |
| | | .14 | Identifying self if in plain clothes |
| | | .15 | Determining if medical help has been summoned |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 4. | Observe scene and situation | 4.1 | Appearing and keeping calm |
| | | .2 | Noting: |
| | | .1 | Unusual conditions or activities in area |
| | | .2 | Physical and mental condition of persons present |
| | | .3 | Weapons in the area |
| | | .4 | Being alert to conversations |
| | | .5 | Determining course of action |
| 5. | Take action | 5.1 | Determining if victim is apparently dead: |
| | | .1 | Feeling for pulse or heart beat |
| | | .2 | Observe for breathing |
| | | .3 | Looking for obvious apparent cause of death |
| | | .2 | Remembering to preserve the scene |
| | | .3 | Summoning Coroner: |
| | | .1 | By notifying Dispatcher |
| | | .1 | By radio |
| | | .2 | By public service |
| | | .3 | Selecting person to call dispatcher |
| | | .4 | Standing by till coroner arrives, if death appears natural |
| | | .5 | Arresting perpetrator if on scene and evidence warrants |
| | | .6 | Continuing action if death appears unnatural continue action by: |
| | | .1 | Photographing scene |
| | | .2 | Sketching scene |
| | | .3 | Collecting and preserving evidence |
| | | .4 | Interviewing persons at scene |
| | | .5 | Requesting bystanders to leave |
| | | .6 | Recording data about witnesses |
| | | .7 | Requesting witnesses to write account of incident |

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 6. | Follow-up | 6.1 | Completing unfinished details |
| | | 6.1.1 | Being certain next of kin has been notified |
| | | .2 | Locating and arresting perpetrator after warrant issued |
| | | .3 | Gathering additional facts |
| | | .4 | Leads furnished or discovered |
| | | .5 | Recording exact cause learned from coroner or pathologist, as appropriate |
| 7. | Submit reports | 7.1 | According to departmental procedure |
| | | .2 | To supervisor |
| | | .3 | Including all pertinent information |
| | | .4 | Using Report of Death form (See App. R) |
| | | .5 | Editing and reviewing before submitting |

2 OF 2

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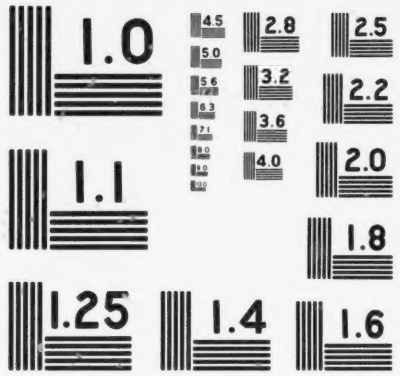


MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963

Training Procedure No. 12

# EMERGENCY CARE - FIRST AID

## INTRODUCTORY INFORMATION:

A law enforcement officer administers emergency care usually because he is the first person of authority to arrive at the scene. The officer should be able to give proper care until such time as professional medical help is acquired.

Emergency care procedures require special skills, techniques and knowledge. When these are learned and practiced the officer in certain instances may be able to restore breathing or heart beat, check the loss of blood and prevent shock. The saving of a human life by an officer administering proper care will win the admiration of all concerned.

## EQUIPMENT NEEDED:

Blankets
First aid kit
Tourniquets
Compresses
Airways (infant and adult)

## GENERAL SAFETY PRACTICES:

Keep calm
Be alert for potential personal hazards.

## LAW ENFORCEMENT OFFICER TRAINING

## CONTROL OF BLEEDING

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 1. | Examine injured person | 1.1 | Look for obvious bleeding |
| | | .2 | Check for blood stains on clothing |
| 2. | Identify type of bleeding | 2. | Each type of bleeding has symptoms which identify the type |
| | a. Arterial | 2.a.1 | Blood spurting |
| | | a.2 | Bright red in color |
| | b. Venous | b.1 | Blood flows steadily from wound |
| | | b.2 | Dark red in color |
| | c. Capillary | c.1 | Blood oozes from wound |
| 3. | Stop Bleeding | 3.a.1 | Select pressure point between heart and wound |
| | a. Arterial digital pressure | a.2 | Exert pressure with fingers or on one of the following pressure points as appropriate to location of bleeding: |
| | | 3.a.2.1 | Temporal |
| | | 2.2 | Facial |
| | | 2.3 | Carotid |
| | | .4 | Subclavian |
| | | .5 | Axillary |
| | | .6 | Brachial |
| | | .7 | Brachial at bend of elbow |
| | | .8 | Radial and ulnar |
| | | .9 | Femoral - groin (heel of hand) |
| | | .10 | Femoral - thigh |
| | | .11 | Popliteal - back of knee |

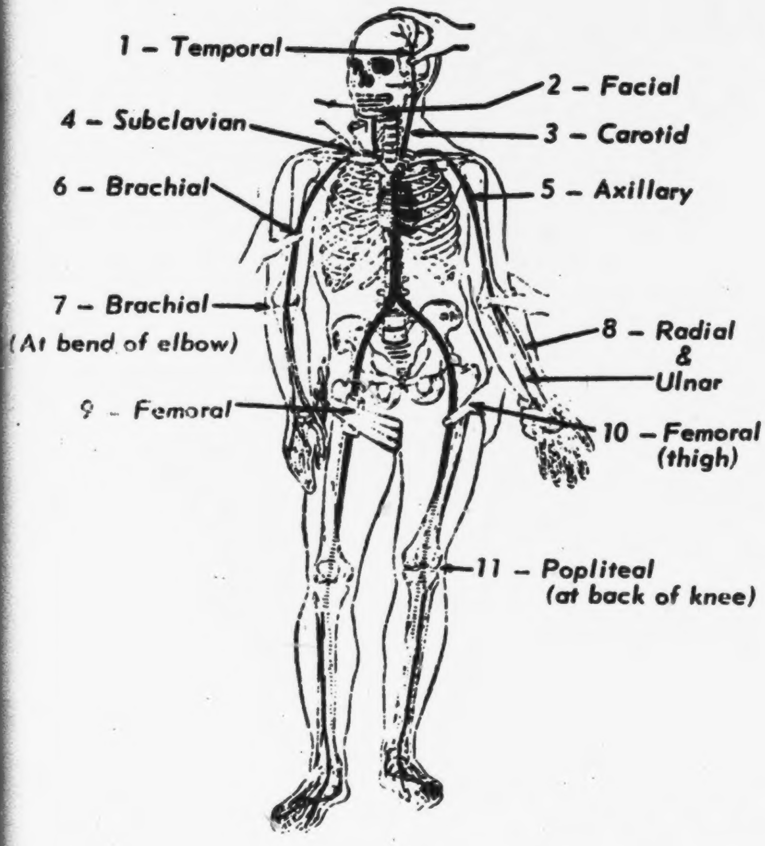


FIGURE 1
Course of Arteries; Pressure Points

| | STEPS | | KEY POINTS |
|---|---|---|---|
| 3.b | Direct arterial compress pressure | 3.b.1 | Use sterile compress if available |
| | | .2 | Use clean folded cloth if compress is not available |
| | | .3 | Place directly over wound |
| | | .4 | Apply pressure with hand or tie compress over wound |
| | | .5 | Exceptions -- not over fractures, eyes, nose or mouth |
| 3.c | Apply tourniquet (only as last resort) | 3.c | Any of the following: |
| | | c.1 | Neckties |
| | | c.2 | Belts |
| | | .3 | Handkerchiefs |
| | | .4 | Towels |
| | | .5 | Suspenders |
| | | .6 | Rubber tubing |
| | | .7 | Commercial |
| | | .8 | Other |
| | | 3.c.2 | Encircle arm or leg with tourniquet at pressure point |
| | | .3 | Place hard pad or object of suitable size over the artery at pressure point |
| | | .4 | Apply pressure by tightening tourniquet |
| | | .5 | Once tourniquet is applied and tightened it should not be loosened or removed until victim is under proper medical care |
| | | .6 | Tag victim indicating a tourniquet has been applied, time and place of tourniquet |
| 4. | Venous Bleeding<br>a. Direct pressure | 4.a.1 | Use sterile compress if available |
| | | .2 | Use cleanest cloth available |
| | | .3 | Place directly over wound |
| | | .4 | Apply pressure with hand or tie knot directly over wound |

## CONTROL OF BLEEDING

| STEPS | | KEY POINTS |
|---|---|---|
| b. Elevation | 4.b.1 | Elevate injured portion of body by placing rolled blanket or any article at hand under head, arm or leg depending on location of injury |
| c. Cold applications | 4.c.1 | Apply to body in region of injury |
| | .2 | Not into the wound |
| | .3a | Use ice bag if available |
| | .b | Cold pack - commercial item, comes in plastic bag that when squeezed causes chemicals to mix and bag becomes cold |
| | .c | Cloth soaked in cold water |
| | .d | Any cold object - metal, etc., wrapped in cloth |

## PHYSICAL SHOCK

| STEPS | KEY POINTS |
|---|---|
| 1. Look for symptoms of shock | 1.1 Face pale, with anxious or dull expression |
| | .2 Eyelids droop if open; eyes are dull and pupils dilated |
| | .3 Patient may be partly or totally unconscious |
| | .4 Skin is cold and covered with clammy sweat, particularly hands and forehead |
| | .5 Patient feels cold and may have a chill; temperature subnormal |
| | .6 Pulse is weak and rapid |
| | .7 Breathing is shallow and may be irregular |
| | .8 Patient is stupid and takes little interest in things about him |
| | .9 If internal bleeding is present, patient will be restless; if conscious, he complains of clouded vision, dizziness and thirst |
| | .10 He may answer questions slowly or apparently fail to understand |
| | .11 Nausea and vomiting often occur |
| 2. Treat usual form of shock | 2.1 Position victim: |
| | .1.1 Place victim in a comfortable position |
| | .2 Lying down if possible |
| | .3 Head level with rest of body |
| | .4 Elevate feet of victim |
| | .5 Remove all foreign bodies from the victim's mouth, false teeth, gum, etc. |
| | .6 Loosen tight clothing from neck, chest and waist |

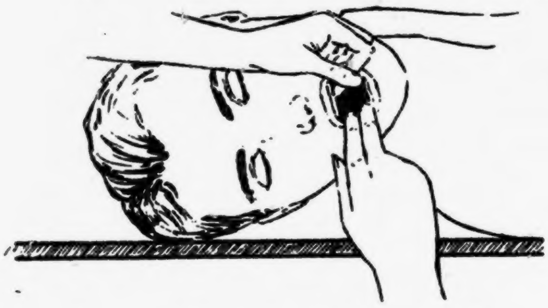
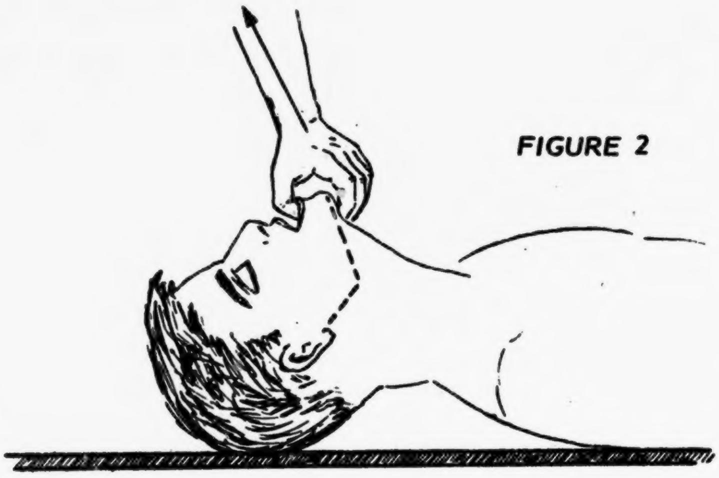
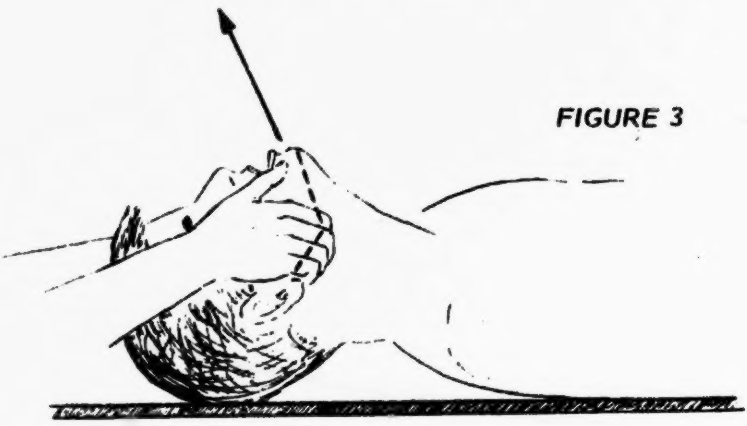
# LAW ENFORCEMENT OFFICER TRAINING

## PHYSICAL SHOCK

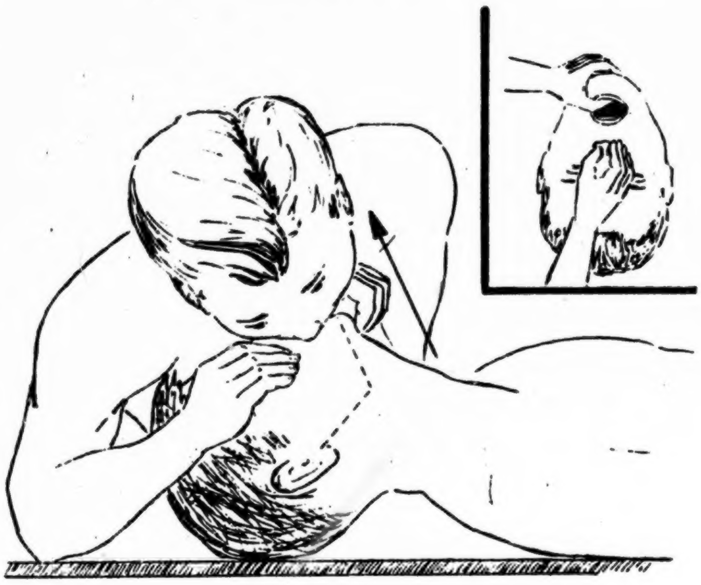
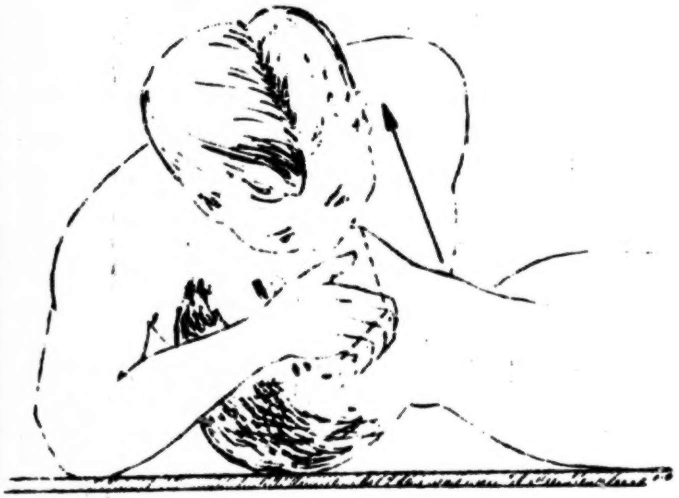
| STEPS | | KEY POINTS | |
|---|---|---|---|
| | | 2.2 | Conserve body heat: |
| | | .1 | Cover victim with blanket or other material, placing blanket under victim as well as over him |
| | | 2.3.1 | Use stimulants: |
| | | .1 | Aromatic spirits of ammonia |
| | | .2 | Coffee or tea if possible and victim is conscious |
| | | .3 | Oxygen if available |
| 2.a | Skull fracture or hemorrhage | 2.a.1 | Note bleeding or swelling of: |
| | | .1 | Nose |
| | | .2 | Ears |
| | | .3 | Mouth |
| | | .4 | Eyes |
| | | .5 | Other part of head |
| | | 2. | Elevate head above level of feet |
| | | 3. | Apply cold compress to swelling or internal bleeding |
| .b | Sunstroke or heat prostration | 2.b.1 | Examine victim by: |
| | | .1 | Observing to see if face is flushed |
| | | .2 | Feel forehead for abnormal temperature |
| | | .2 | Place in shade or cooler location |
| | | .3 | Apply cold application to body |

## LAW ENFORCEMENT OFFICER TRAINING

## MOUTH TO MOUTH RESUSCITATION

| STEPS | KEY POINTS |
|---|---|
| 1. Check Breathing | 1.1 Victim unconscious and not breathing<br>.2 Victim gasping for breath<br>.3 Choking and blocked air passage |
| 2. Position victim | 2.1 Move victim cautiously<br>2.1.1 Place on back if possible,<br>1.2 Turn face up |
| 3. Clean victim's throat<br><br>FIGURE 1 | 3.1 Turn head to side<br>.2 Insert finger(s) in mouth<br>.3 Scoop matter out (see figure 1)<br>.4 Grasp hard object with fingers to remove |
| 4. Open air passage (preferred method)<br><br>FIGURE 2 | 4.1 Place head in sniffing position, as far back as possible so the neck is extended<br>.2 Hold lower jaw up<br>.3 Insert thumb between the victim's teeth and grasp the lower jaw at the midline (see figure 2)<br>.4 Lift lower jaw forcefully upward so that the lower teeth are higher than upper teeth<br>.5 Hold the jaw in this position as long as victim is unconscious |
| 5. Open air passage (alternate method)<br><br>FIGURE 3 | 5.1 Place head in sniffing position as far back as possible so the neck is extended<br>.2 With both hands grasp the angles of the lower jaw just beneath the ear lobes (see figure 3)<br>.3 Lift lower jaw forcefully upward so the lower teeth are higher than the upper teeth |

## MOUTH TO MOUTH RESUSCITATION

| STEPS | | KEY POINTS | |
|---|---|---|---|
| | | 5.4 | If the lips are shut, push the lower lip down gently with the thumbs, but never drop the chin |
| | | .5 | Hold the jaw in this position as long as victim is unconscious |
| 6. | Administer mouth to mouth breathing (preferred method) | 6.1 | Make certain the passageway is open |
| |  | .2 | Squeeze nostrils shut |
| | | .2.1 | Use thumb and index finger of free hand (see figure 4) |
| | | .3 | Take a deep breath |
| | | .4 | Place your mouth over victim's mouth |
| | | .5 | Exhale your air into victim's mouth |
| | | .6 | Watch victim's chest to make certain it rises |
| | | .6.1 | Stop forcing air into victim's mouth when chest rises |
| | | .6.2 | Quickly remove your mouth and let victim exhale |
| | FIGURE 4 | .7 | Repeat inflations 15 to 20 times per minute |
| 7. | Administer mouth to mouth breathing (Method for infants) | 7.1 | Make certain air passageway is open |
| |  | .2 | Place your mouth over victim's nose and mouth (see figure 5) |
| | | .3 | Take a shallow breath |
| | | .4 | Gently exhale air into victim's mouth |
| | | .4.1 | Be careful not to force air too hard |
| | | .5 | Repeat inflations 15 to 20 times per minute |
| | FIGURE 5 | | |

## MOUTH TO MOUTH RESUSCITATION

**STEPS** / **KEY POINTS**

7.a Insert Breathing Tube

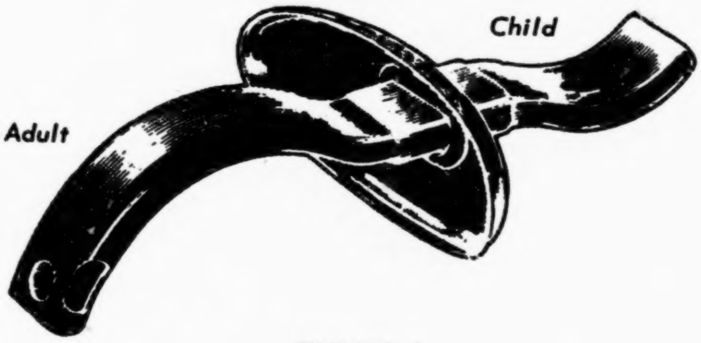


FIGURE 6

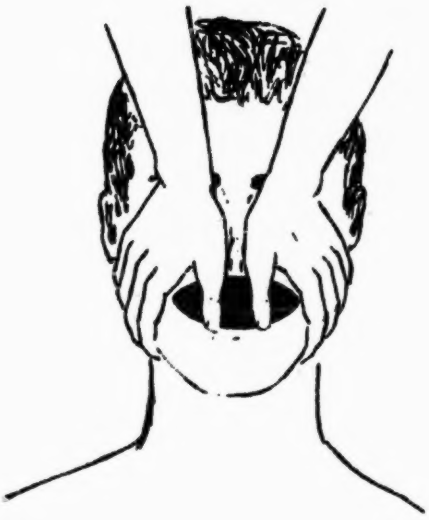


FIGURE 7

7.a.1 Infant, child or adult as appropriate (see figure 6)
- .2 Take position behind the victim's head
- .3 Tilt head back (sniffing position)
- .4 Open victim's mouth
- .5 Check mouth for any obstructions and clear
- .6 Pull tongue to lower lip with thumb and index finger and hold while inserting breathing tube
- .7 Insert breathing tube with contour following roof of mouth
  - .7.1 Adult victim, long end of breathing tube
  - .2 Infant or child, short end of breathing tube
  - .3 Flange resting on victim's lips
- .8 Press victim's nostrils (see figure 7) together with large part of thumbs
- .9 Seal victim's mouth by pressing down on flange of breathing tube with fingers or thumbs

7.b Administer mouth to tube breathing

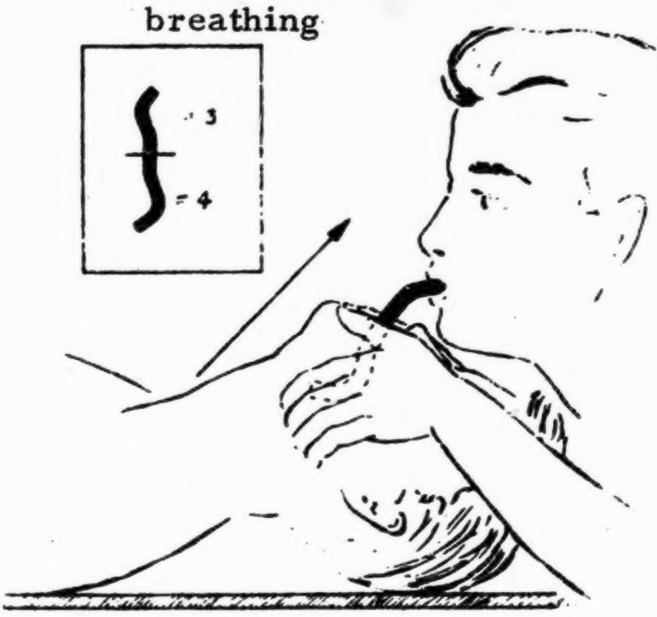
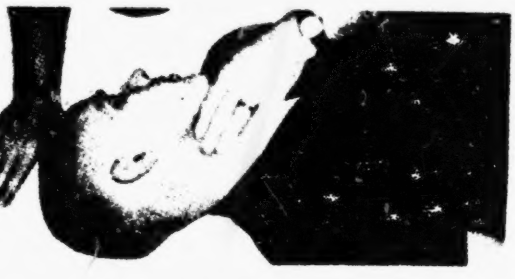
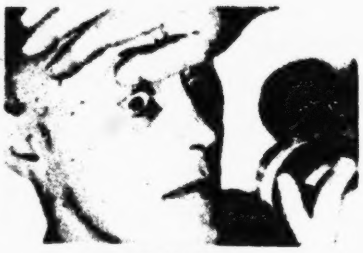
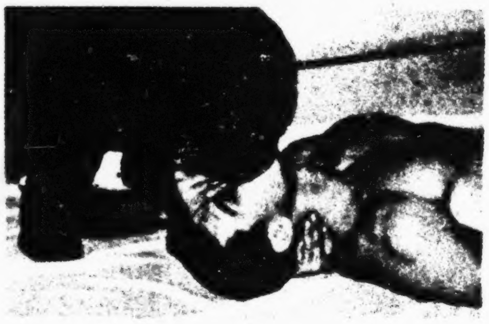
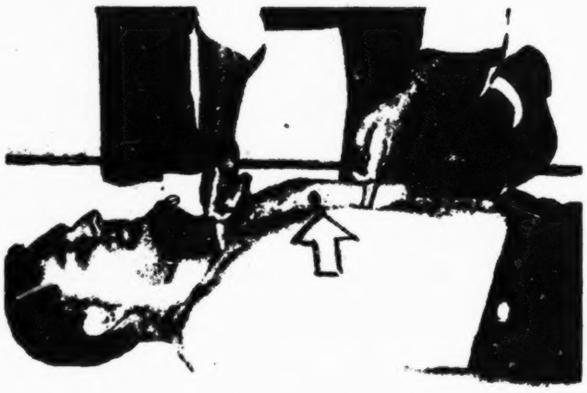


FIGURE 8

7.b.1 Take deep breath
- .2 Place your mouth over breathing tube
- .3 Blow your air into breathing tube
  - .1 Forcefully for adults
  - .2 Gently for children
  - .3 Small puffs from cheeks for infants
  - .4 watch for chest rise
  - .5 Repeat inflations 15 to 20 times per minute

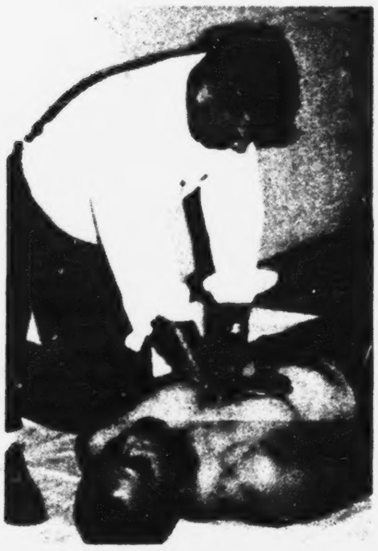
## CLOSED CHEST HEART COMPRESSION

| STEPS | | KEY POINTS |
|---|---|---|
| 1. Examine victim | 1.1 | Check for breathing and/or pulse by: |
|  | .1 | Place hand on diaphragm to detect motion |
| FIGURE 1 | .2 | Feel carotid artery on neck for pulse (see figure 1) |
| | 2. | Check pupils of eyes for dilation and reaction to light (see figure 2) |
| 2. Position victim<br> | 2.1 | Place victim on a hard surface: |
| | .1 | Floor |
| | .2 | Ground |
| | .3 | Backboard if available |
| FIGURE 2<br>Examining for pupil action. | | |
| 3. Open air passage | 3.1 | Place one hand under back of neck and lift |
|  | .2 | Place other hand on forehead and tilt the head backward to maintain fully extended position |
| 4. Inflate lungs | 4.1 | Use mouth to mouth resuscitation (see figure 3) |
| | 4.2 | Make two or three inflations |
| FIGURE 3 | | |
| 5. Locate victim's heart | 5.1 | Place index finger of one hand top of chest bone. (Sternum) |
| | .2 | Place index finger of other hand at bottom of chest bone. (Sternum) |
|  | .3 | The heart is located directly under the lower half of chest bone. (Sternum) (see figure 4) |
| FIGURE 4<br>Measuring the sternum, or chest bone. | | |

(Photos courtesy Sharon Twp. F.D., Worthington, Ohio)

# LAW ENFORCEMENT OFFICER TRAINING

## CLOSED CHEST HEART COMPRESSION

| STEPS | | KEY POINTS |
|---|---|---|
| 6. Position hands | 6.1 | Kneel beside victim |
| | .2 | Place butt or heel of one hand on lower half of chest bone |
| | .3 | The butt of hand should be along chest bone with fingers extending toward the ribs |
| | .4 | Fingers should be extended up and not touching the ribs |
| | .5 | Place second hand on top of first hand |
| 7. Apply pressure<br>a. one man operation | 7.a.1 | Position hands |
| | a.2 | Keep elbows straight |
| <br>FIGURE 5<br>Placing the hands. | .3 | Bend forward til shoulders are directly over hands |
| | .4 | Use weight of upper body to exert pressure |
| | .5 | Depress chest bone one and a half to two inches |
| | .6 | Release pressure as soon as chest bone is depressed |
| | .7 | Repeat 15 times |
| | .8 | Administer two (2) mouth to mouth inflations after every 15 compressions |
| | .9 | Maintain rate of 60 compressions per minute |
| b. two man operation | 7.b.1 | Same procedure as step 7 except one man administers mouth to mouth, the other closed chest compression |
| <br>FIGURE 6 | .2 | Maintain cycle of 5 compressions and 1 mouth to mouth inflation |
| | .3 | Mouth to mouth should be started immediately during release of 5th compression |

*(Photos courtesy Sharon Twp. F.D., Worthington, Ohio)*

## LAW ENFORCEMENT OFFICER TRAINING

## CLOSED CHEST HEART COMPRESSION

| STEPS | KEY POINTS |
|---|---|
| c. Infant or child | 7.c.1 Same as step 7 except use one hand or finger for compression |
| | .2 Compress chest at rate of 80 to 100 times per minute |
| | .3 Maintain cycle of 5 compressions to 1 mouth to mouth inflation or 15 to 1 if alone |

## REVIEW AND EXAMINATION GUIDE

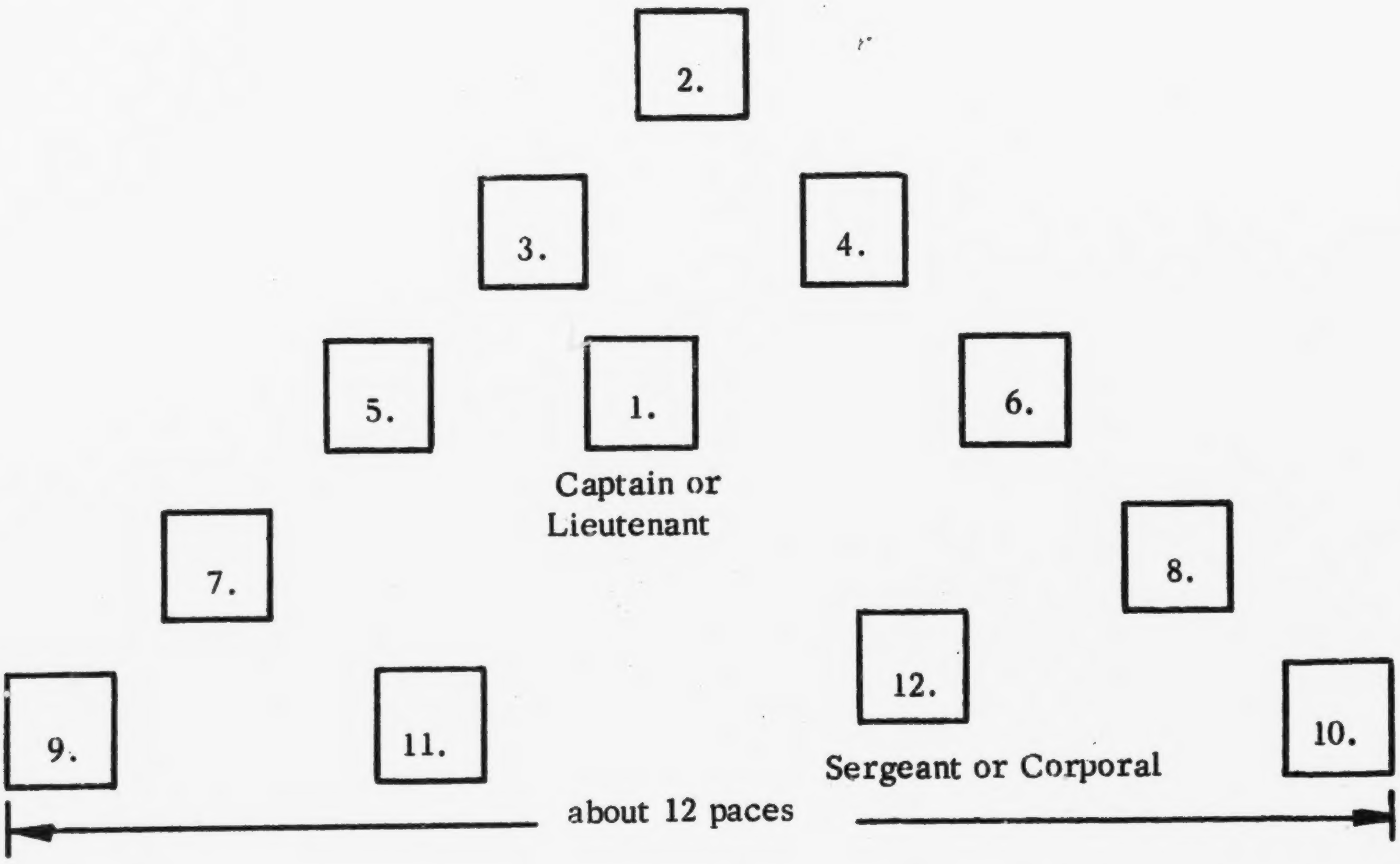
THE EXAMINATION WILL COVER ALL THE MATERIAL INCLUDED IN THIS MANUAL AND WILL LAST ONE HOUR.

CLASS TIME WILL BE PROVIDED FOR REVIEW. AT THAT TIME YOU ARE ENCOURAGED TO ASK ALL QUESTIONS ON ANY OF THE MATERIAL COVERED IN THIS MANUAL.

# APPENDICES

## FORMATION TO DISPERSE GATHERING

### Squad Wedge



The squad wedge should be used when the gathering is small enough not to require more than a squad. This is used in splitting a gathering to apprehend a ringleader or just to split into smaller groups.

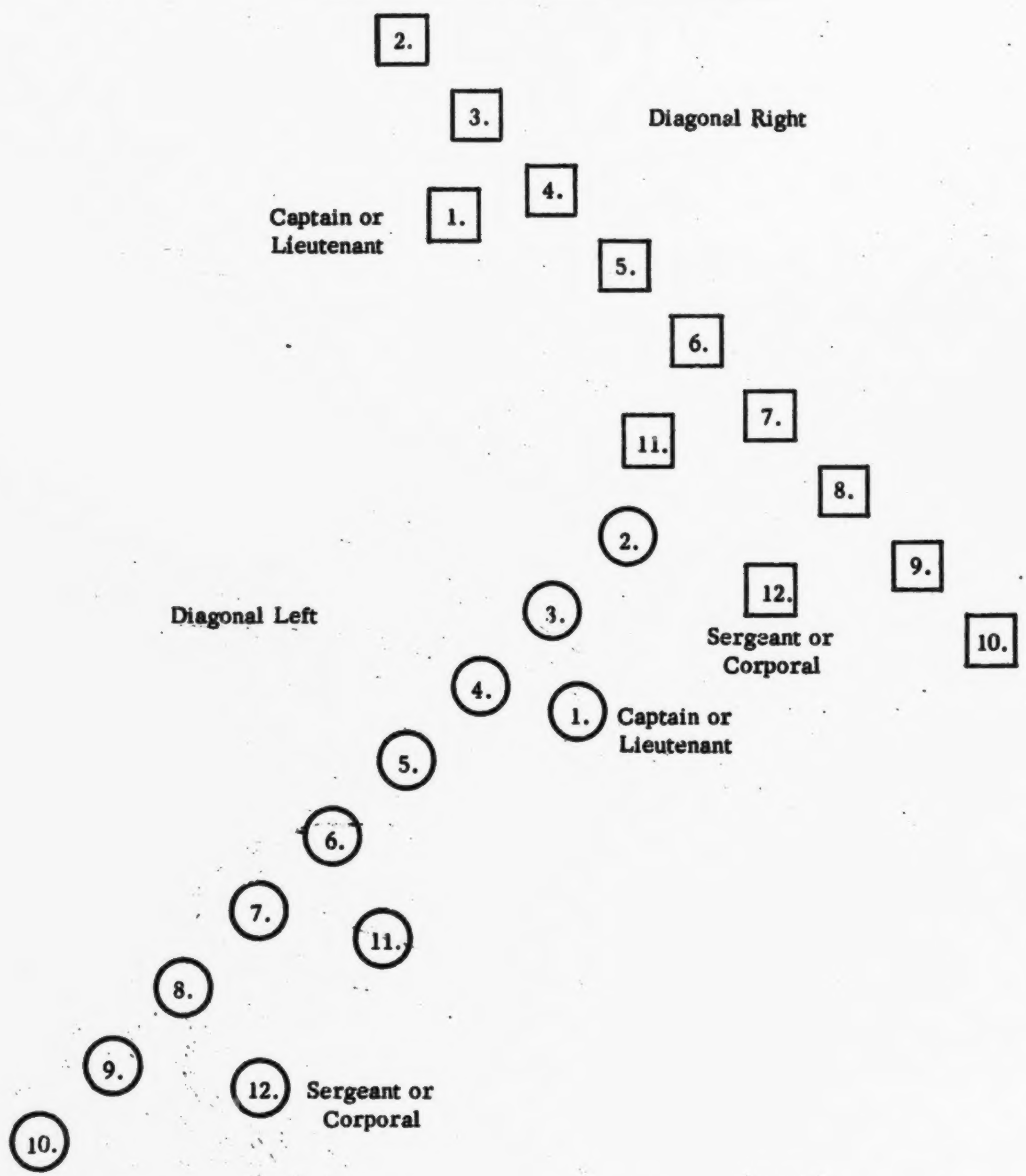
Squad = 12 officers - 1 command officer - 1 supervisor - (Sgt.-Cpl.) 10 Ptl.

Space between men - 1 pace to right or left - 1 pace rear - odd numbers to left - even numbers to right.

APPENDIX B

## FORMATION TO DISPERSE GATHERING

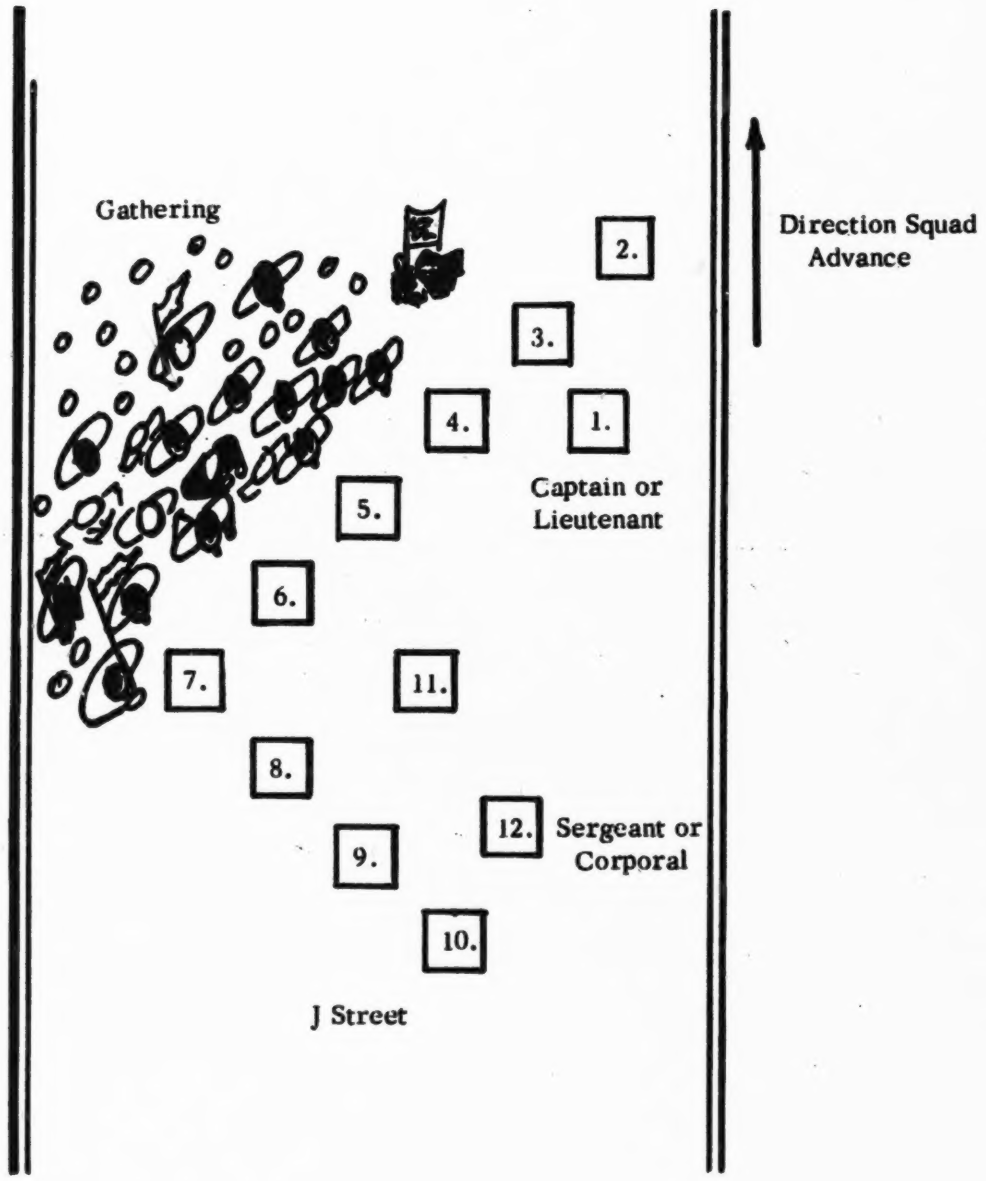
### Squad Diagonal Right or Left



The squad diagonal is to be used for dispersing small gatherings. Its purpose is to move people away from a wall, building or to clear a street.

# FORMATION TO DISPERSE GATHERING

## Squad Side Wedge

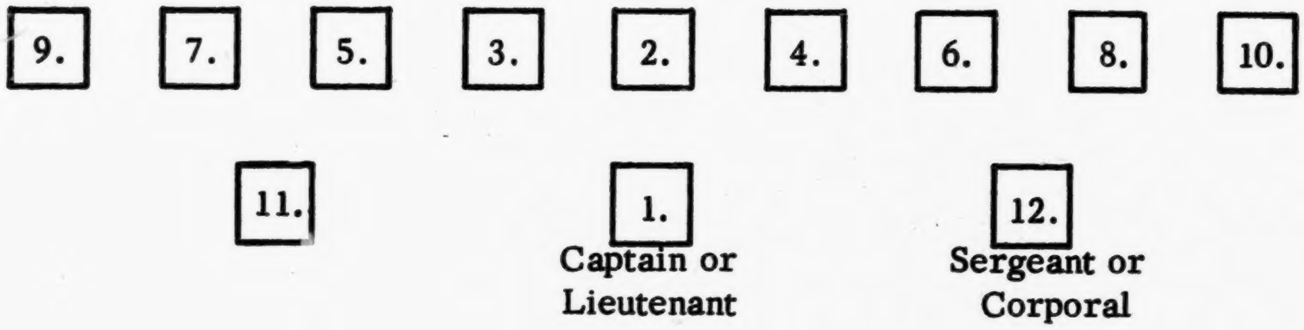


This movement will prevent people from closing inside and in rear of squad. It is a variation of the squad wedge and diagonal.

## APPENDIX D

## FORMATION TO HOLD - DEFENSIVE

### Squad Skirmish



The purpose of the squad skirmish deployment is to hold an objective taken. It is used strictly as a defensive measure.

## APPENDIX E

### SAMPLE FORMAT FOR REQUEST FOR DISPERSAL

This is officer______________________of the____________________
(name) (Police-Sheriff's Dept.)
____________ may I have your attention and cooperation. This gathering is requested to disperse so as to avoid possible injuries or arrests to any or all persons involved. You have been participating in a gathering which is in violation because it is no longer a peaceful assembly. Serious injury or a crime may result from your actions. You have_________minutes
(number)
to leave. You may leave by________________________________________
(Name(s) of streets-exits)
I wish to thank you for your cooperation.

## APPENDIX F

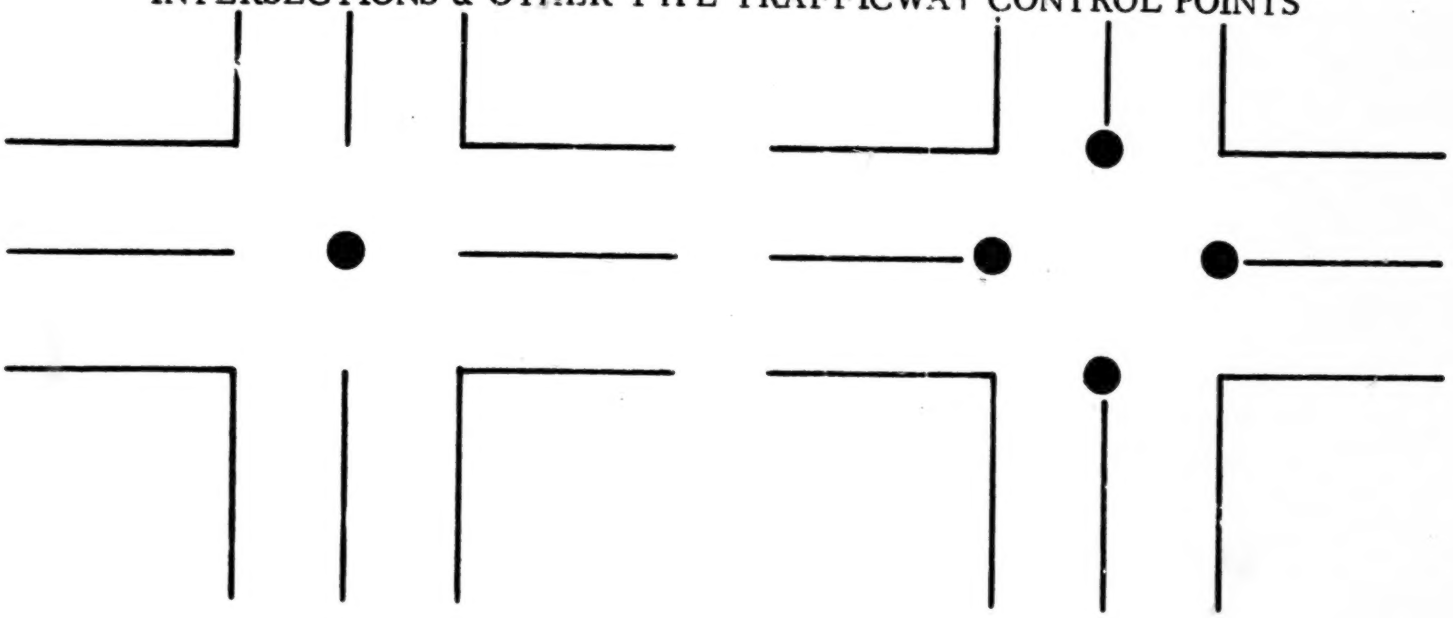
### SAMPLE FORMAT FOR ORDER FOR DISPERSAL

"I, officer________________________ of the____________________
(name) (Police-Sheriff's Dept.)
acting under authority of Section 3761.14 of the Ohio Revised Code, do command you in the name of the State of Ohio to disperse and depart to your several homes or lawful employment." You have_________minutes to disperse. (number)

ANY PERSONS REMAINING ARE SUBJECT TO ARREST.

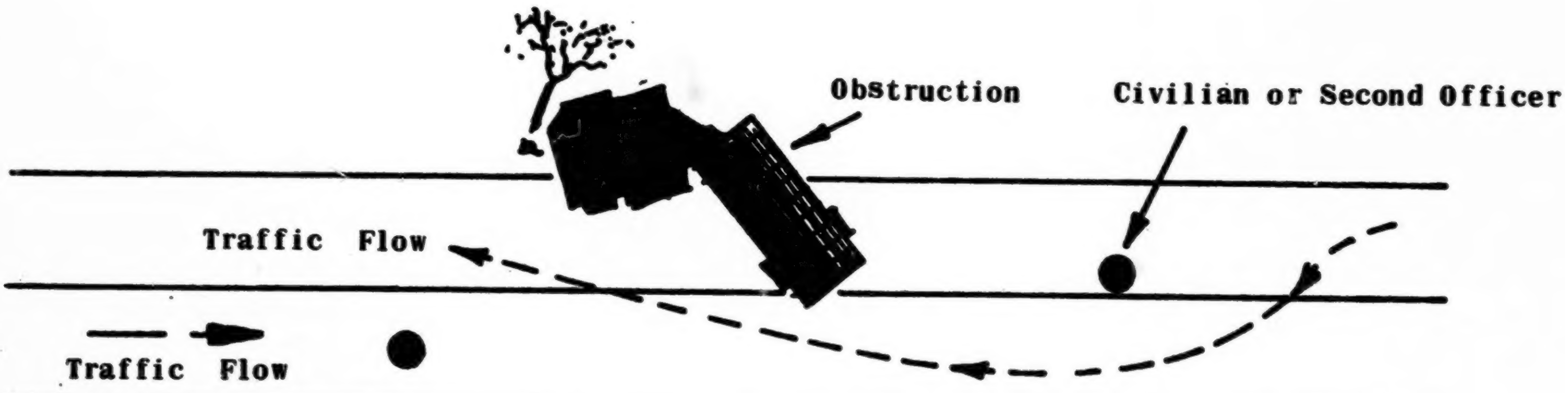
## APPENDIX G

## INTERSECTIONS & OTHER TYPE TRAFFICWAY CONTROL POINTS

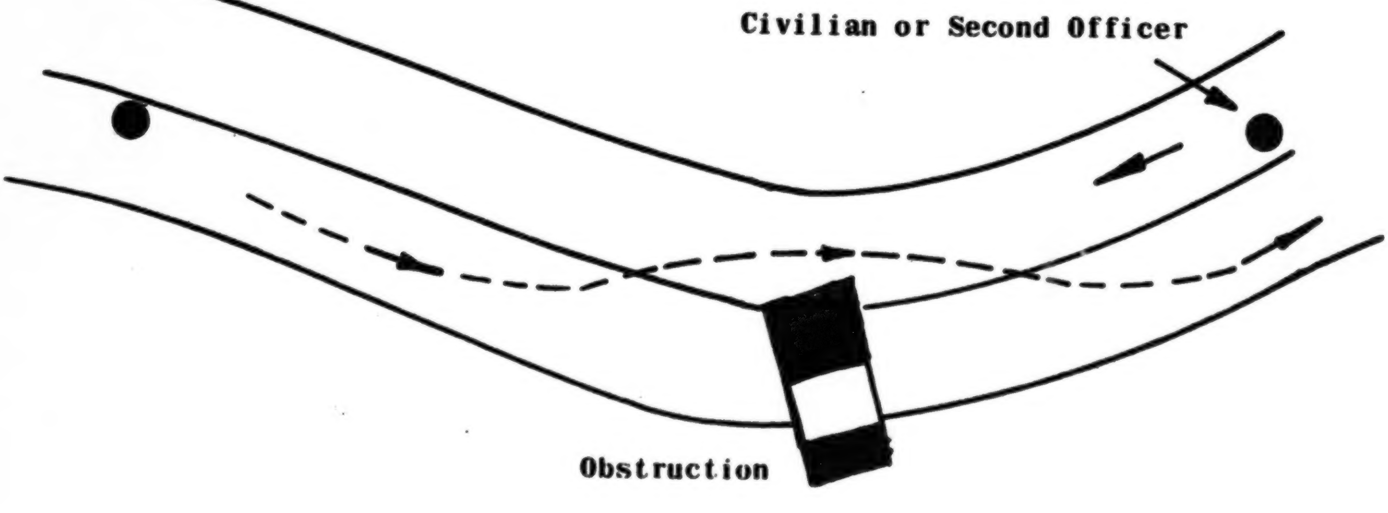


INTERSECTION TRAFFIC CONTROL POINT FOR OFFICER

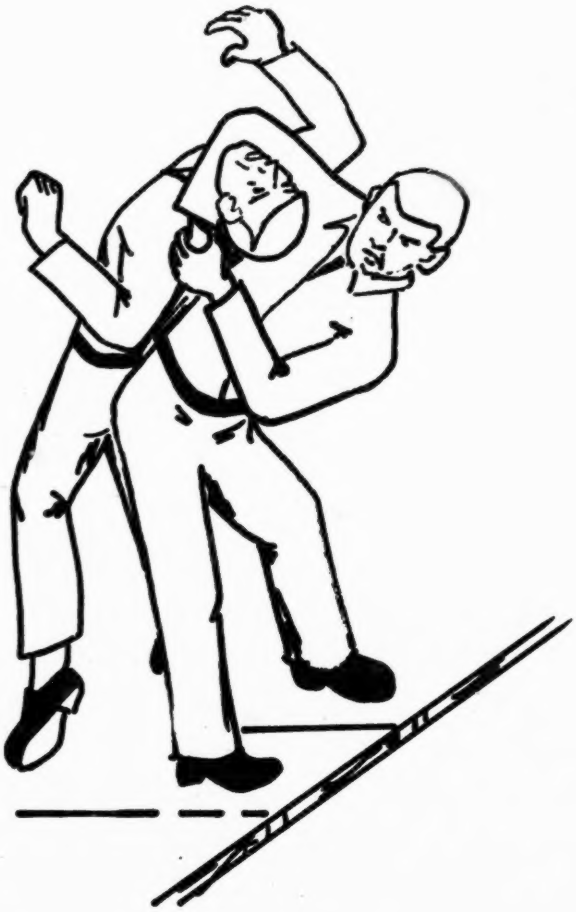
● - OFFICER OR ASSISTANT



POSITION FOR STRAIGHT-AWAY CONTROL BY OFFICER



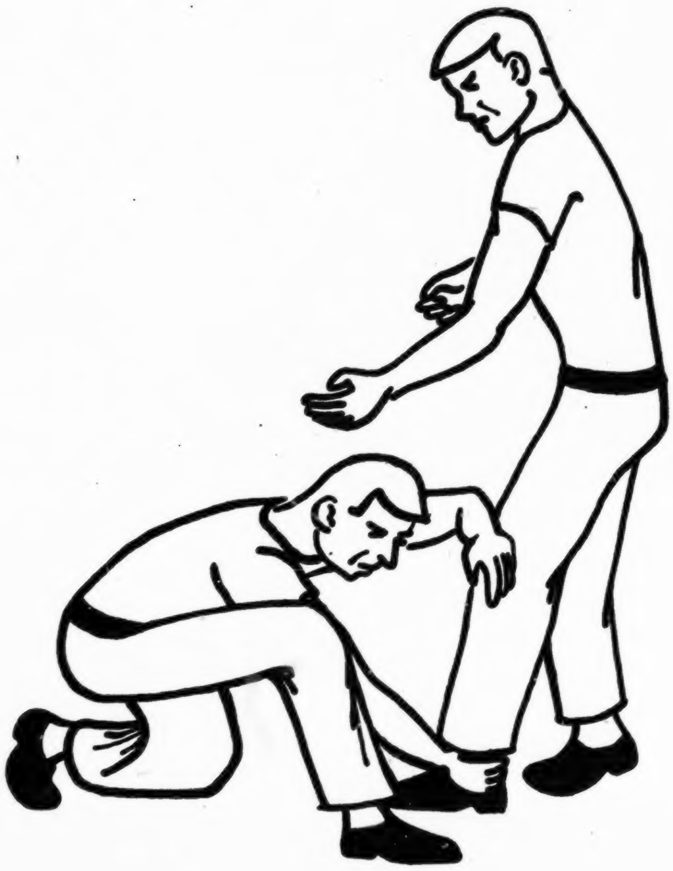
TRAFFIC CONTROL POINT FOR OFFICER ON GRADE OR CURVE



Rear Strangle Lock - Take Down

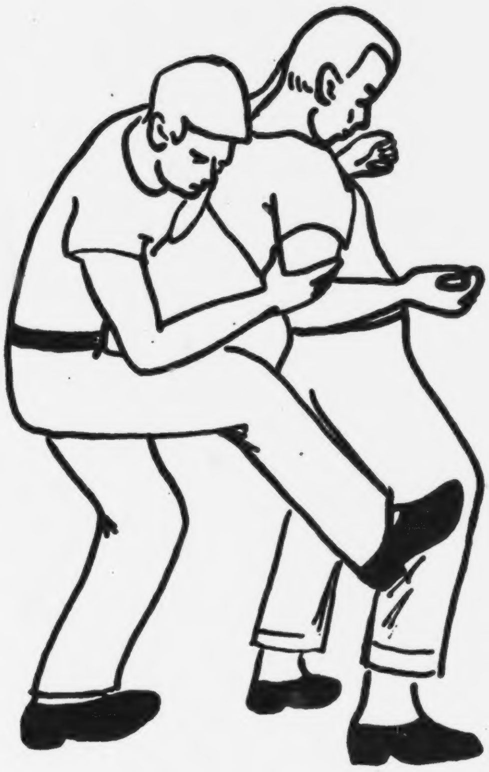
1. Get behind person
2. Place forearm around throat
3. Strike sharp blow with palm of free hand to kidney (if necessary)
4. Lock hands
5. Step forward
6. Jerk person backward onto hip and small of back
7. Flex muscles of lower and upper arm around throat
8. Hold till under control
9. Take down to floor or ground
10. Apply restraint device

WARNING: Blood circulation is blocked from this hold thereby causing a blackout or death if held too long.



Hands to Heel and Knee - Take Down

1. Feign blow to head
2. Drop quickly to one knee
3. Grasp ankle or heel with strong hand
4. Place weak hand on kneecap
5. Jerk ankle or heel towards you
6. Push knee away

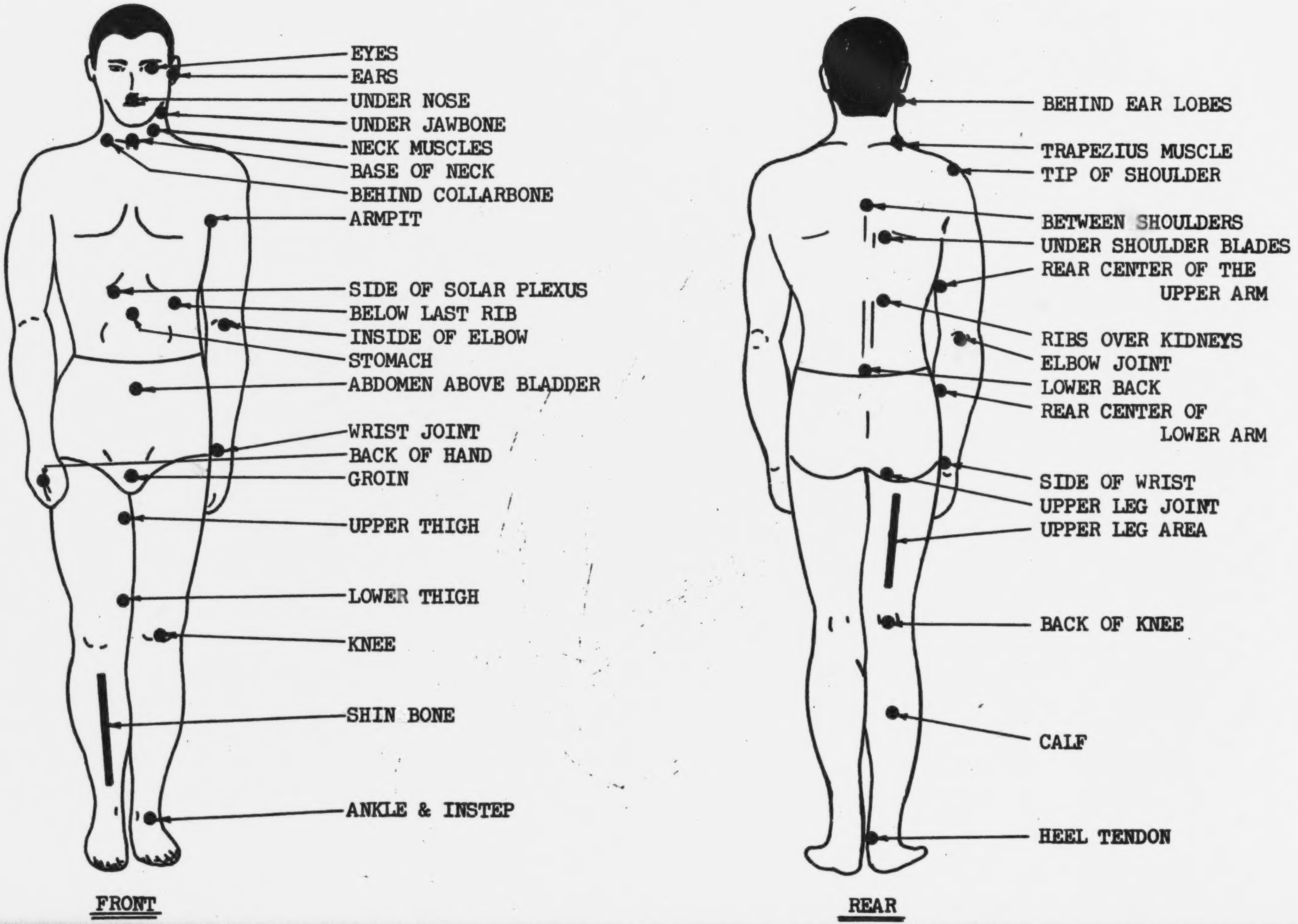


Rear Kick to Knee - Take Down

1. Grasp shoulders or arms
2. Kick back of knee
3. Pull backward and downward
4. Stepping back and to side opposite foot used
5. Continuing pull backwards and downwards to ground or floor

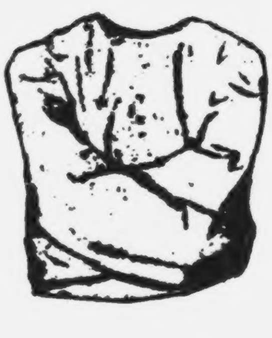
## VULNERABLE POINTS OF ATTACK

This chart shows some of the vital nerve and pressure point areas used in self-defense



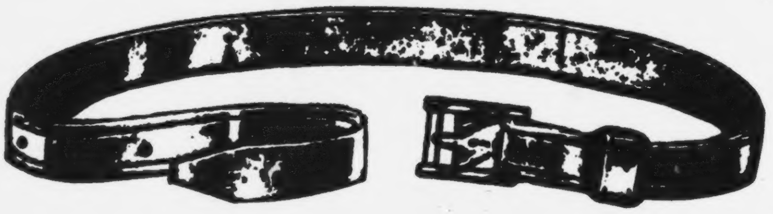
## APPENDIX K

# COMMERCIAL RESTRAINT DEVICES

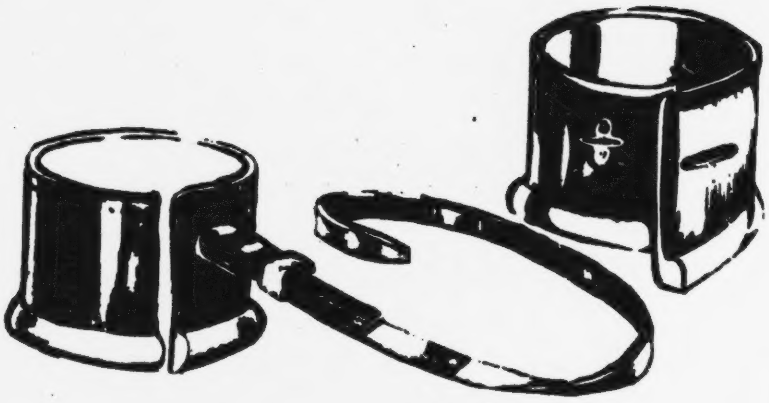


STRAIT JACKET

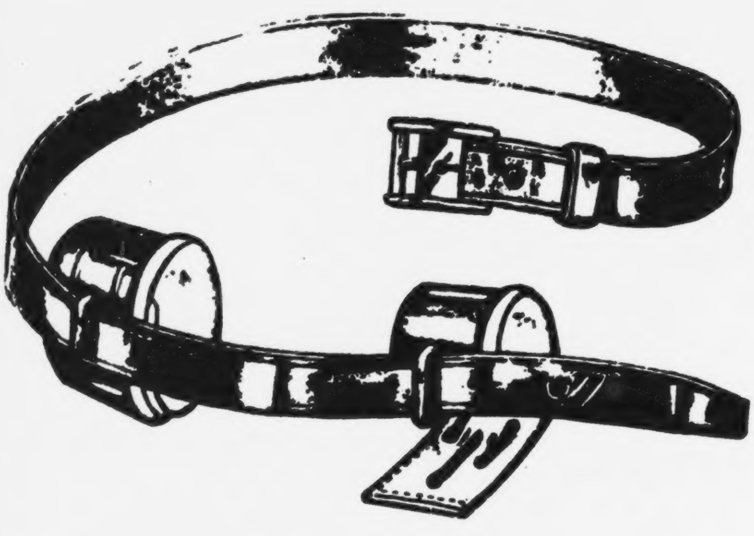
ANKLETS WITH LOCK ON EACH CUFF



WAIST STRAP WITH BUCKLE LOCK



ANKLETS WITH LOCK STRAP



WRISTLETS WITH WAIST STRAP

ALL PURPOSE LOCK STRAPS

APPENDIX L

## PARTIAL LIST OF COURT DOCUMENTS

Summons - Money Only
Summons - On Answer and Cross-Petition
Summons - In Action for Divorce and Alimony
Summons - On Answer and Cross Petition in Divorce
Notice to Petit Juror
Subpoena - Grand Jury
Subpoena - Duces Tecum
Subpoena - Petit Jury
Subpoena - Criminal Case
Order of Attachment
Inventory and Appraisement of Property Attached
Affidavit for Order of Delivery - In Replevin
Verdict - For Plaintiff - In Replevin
Verdict - For Defendant - In Replevin
Order of Sale
Certificate of Release and Satisfaction of Mortgage
Journal Entry. Order Approving Appraisement and for Bond
Order of Appraisement
Writ of Partition
Writ of Dower
Notice (General Form)
Warrant to Arrest on Indictment
Warrant to Arrest on Information
Warrant to Arrest
Bench Warrant
Indictment for - - - - - - - -
Petition for Habeas Corpus
Writ of Habeas Corpus - in custody
Writ of Habeas Corpus - not in custody
Notice of Application for Temporary Alimony
Praecipe for Subpoena. Civil Case
Praecipe for - - - - - - - - -
Waiver of Notice or Summons and Appearance
Waiver of Summons and Appearance - civil action
Summons - Probate Court
Subpoena - Probate Court

## APPENDIX M

### Civil Process Service - Terms Commonly Used.

GLOSSARY:

| | | |
|---|---|---|
| 1. | Amercement - | usually monetary penalty imposed by a court upon its own officers for neglect of duty, or failure to pay over moneys collected. In particular, the remedy against the sheriff for failing to levy an execution or make return of proceeds of sale. |
| 2. | Answer - | in pleading, under the Codes of Civil Procedure, the answer is the formal written statement made by a defendant setting forth the grounds of his defense. |
| 3. | Attachment - | The act or process of taking, apprehending, or seizing persons or property, by virtue of a writ, summons, or other judicial order, and bringing the same into the custody of the law; used either for the purpose of bringing a person before the court, of acquiring jurisdiction over property seized, to compel an appearance, to furnish security for debt or costs, or to arrest a fund in the hands of a third person who may become liable to pay it over. |
| 4. | Bench Warrant - | Process issued by the court itself, or "from the bench," for the attachment or arrest of a person; either in case of contempt, or where an indictment has been found, or to bring in a witness who does not obey a subpoena. |
| 5. | Capias - Latin | "That you take." The general name for several species of writs, the common characteristic of which is that they require the officer to take the body of the defendant into custody; they are writs of attachment or arrest. |

## Civil Process Service - Terms Commonly Used.

| | | |
|---|---|---|
| 6. | Constructive service of process - | Any form of service other than actual personal service: notification of an action or of some proceeding therein, given to a person affected by sending it to him in the mails or causing it to be published in a newspaper. |
| 7. | Defendant - | the person defending or denying: the party against whom relief or recovery is sought in an action or suit. |
| 8. | Demurrer - | the formal mode of disputing the sufficiency in law of the pleading of the other side. An objection made by one party to his opponent's pleading, alleging that he ought not to answer it, for some defect in law in the pleading. |
| 9. | Duces Tecum - Latin "to bring with you" | the name of a certain species of writs, of which the subpoena duces tecum is the most usual, requiring a party who is summoned to appear in court to bring with him some document, piece of evidence, or other thing to be used or inspected by the court. |
| 10. | Habeas Corpus - | (you have the body) The name given to a variety of writs, (of which these were anciently the emphatic words,) having for their object to bring a party before a court or judge. |
| 11. | Indictment - | An accusation in writing found and presented by a grand jury, legally convoked and sworn, to the court in which it is impaneled, charging that a person therein named has done some act, or been guilty of some omission, which, by law, is a public offense, punishable on indictment. |

## Civil Process Service - Terms Commonly Used.

| | | |
|---|---|---|
| 12. | Injunction - | A prohibitive writ issued by a court of equity, at the suit of a party complainant, directed to a party defendant in the action, or to a party made a defendant for that purpose, forbidding the latter to do some act, or to permit his servants or agents to do some act, which he is threatening or attempting to commit, or restraining him in the continuance thereof, such act being unjust and inequitable, injurious to the plaintiff, and not such as can be adequately redressed by an action at law. |
| 13. | Mandamus - | We command. This is the name of a writ which issues from a court of superior jurisdiction, and is directed to a private or municipal corporation, or any of its officers, or to an executive, administrative or judicial officer, or to an inferior court, commanding the performance of a particular act therein specified, and belonging to his or their public, official, or ministerial duty, or directing the restoration of the complainant to rights or privileges of which he has been illegally deprived. |
| 14. | Personal service - | Personal service of a writ or notice is made by delivering it to the person named, in person, or handing him a copy and informing him of the nature and terms of the original. |
| 15. | Plaintiff - | a person who brings an action:<br>the party who complains or sues in a personal action and is so named on the record. |

## Civil Process Service - Terms Commonly Used.

| | | |
|---|---|---|
| 16. | Praecipe - | An original writ, drawn up in the alternative, commanding the defendant to do the thing required, or show the reason why he had not done it. Also an order, written out and signed, addressed to the clerk of a court, and requesting him to issue a particular writ. |
| 17. | Replevin - | A personal action from a delict, tort, fault, crime or misfeasance brought to recover possession of goods unlawfully taken. |
| 18. | Residential Service - | leaving the writ or notice at the usual residence of the person named therein only after diligent effort has been put forth to establish that the person named therein does actually reside at the residence. |
| 19. | Rule to Show Cause - | A rule commanding the party to appear and show cause why he should not be compelled to do the act required, or why the object of the rule should not be enforced. |
| 20. | Subpoena - | The process by which the attendance of a witness is required is called a "subpoena." It is a writ or order directed to a person, and requiring his attendance at a particular time and place to testify as a witness. |
| 21. | Summons - | A writ, directed to the sheriff or other proper officer, requiring him to notify the person named that an action has been commenced against him in the court whence the writ issues, and that he is required to appear, on a day named, and answer the complaint in such action. |

## Civil Process Service - Terms Commonly Used.

| | | |
|---|---|---|
| 22. | Warrant - | 1. A writ or precept from a competent authority in pursuance of law, directing the doing of an act, and addressed to an officer or person competent to do the act, and affording him protection from damage, if he does it.<br>2. Particularly a writ or precept issued by a magistrate, justice, or other competent authority, addressed to a sheriff, constable, or other officer, requiring him to arrest the body of a person therein named, and bring him before the magistrate or court, to answer, or be examined, touching some offense which he is charged with having committed. |
| 23. | Writ - | A precept in writing, couched in the form of a letter, running in the name of the king, president, or state, issuing from a court of justice, and sealed with its seal, addressed to a sheriff or other officer of the law, or directly to the person whose action the court desires to command, either as the commencement of a suit or other proceeding or as incidental to its progress, and requiring the performance of a specified act, or giving authority and commission to have it done. |

(Courtesy of West Publishing Company, Black's Law Dictionary)

APPENDIX N

## POTENTIAL SOURCES FOR PREPARED CRIME PREVENTION MATERIALS

This is not a comprehensive list of all available sources. It should be born in mind that this also provides a guide to sources of information and safety materials.

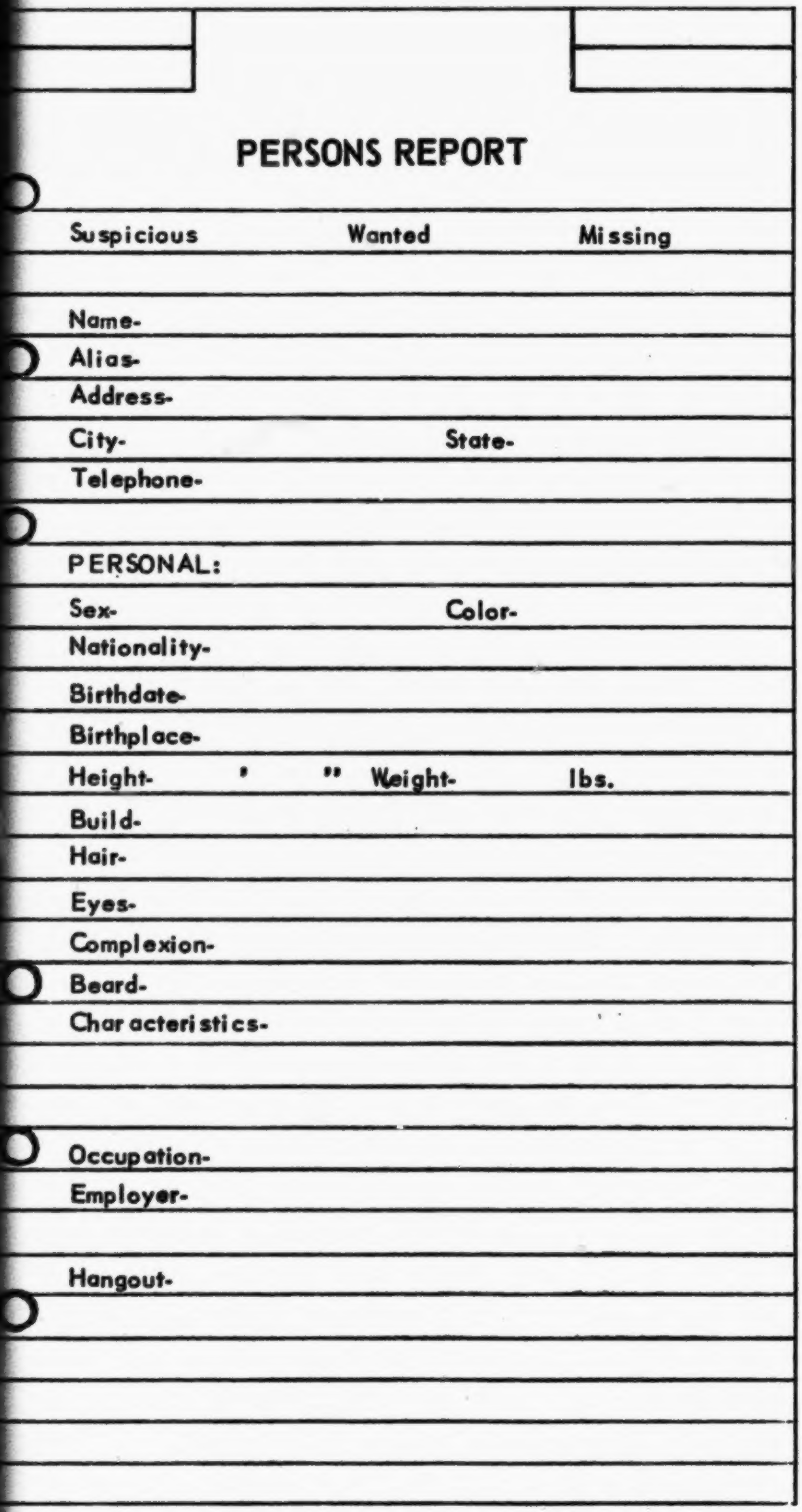
Automobile Club
Bankers Association
Better Business Bureau
Chamber of Commerce
Civil Defense
Federal Bureau of Investigation
Federal Post Office Department
Federal-State-Local Departments of Health
Federal Treasury Department
Insurance Companies
National Auto Theft Bureau
National Safety Council
Police and Sheriffs Departments
Publishers - Newspaper and others
State Bureau of Motor Vehicles
State Department of Agriculture
State Department of Commerce
State and Federal Narcotics Bureau
State Fire Marshal
State Highway Department
State Department of Liquor Control
State Department of Natural Resources
Telephone Company
Utilities

## SUGGESTED LIST OF CRIMES FOR WHICH PREVENTION SHOULD BE LEARNED AND ADVOCATED

This is not an exhaustive list but rather one that includes those crimes usually occurring most often. You may add your list to these.

Auto Theft
Bogus Check
Burglary
Child Molestation
Confidence Rackets
Counterfeit Money
Employee Theft
Larceny
Robbery
Shoplifting
Till-tapping

APPENDIX P



**PERSONS REPORT**

Suspicious Wanted Missing

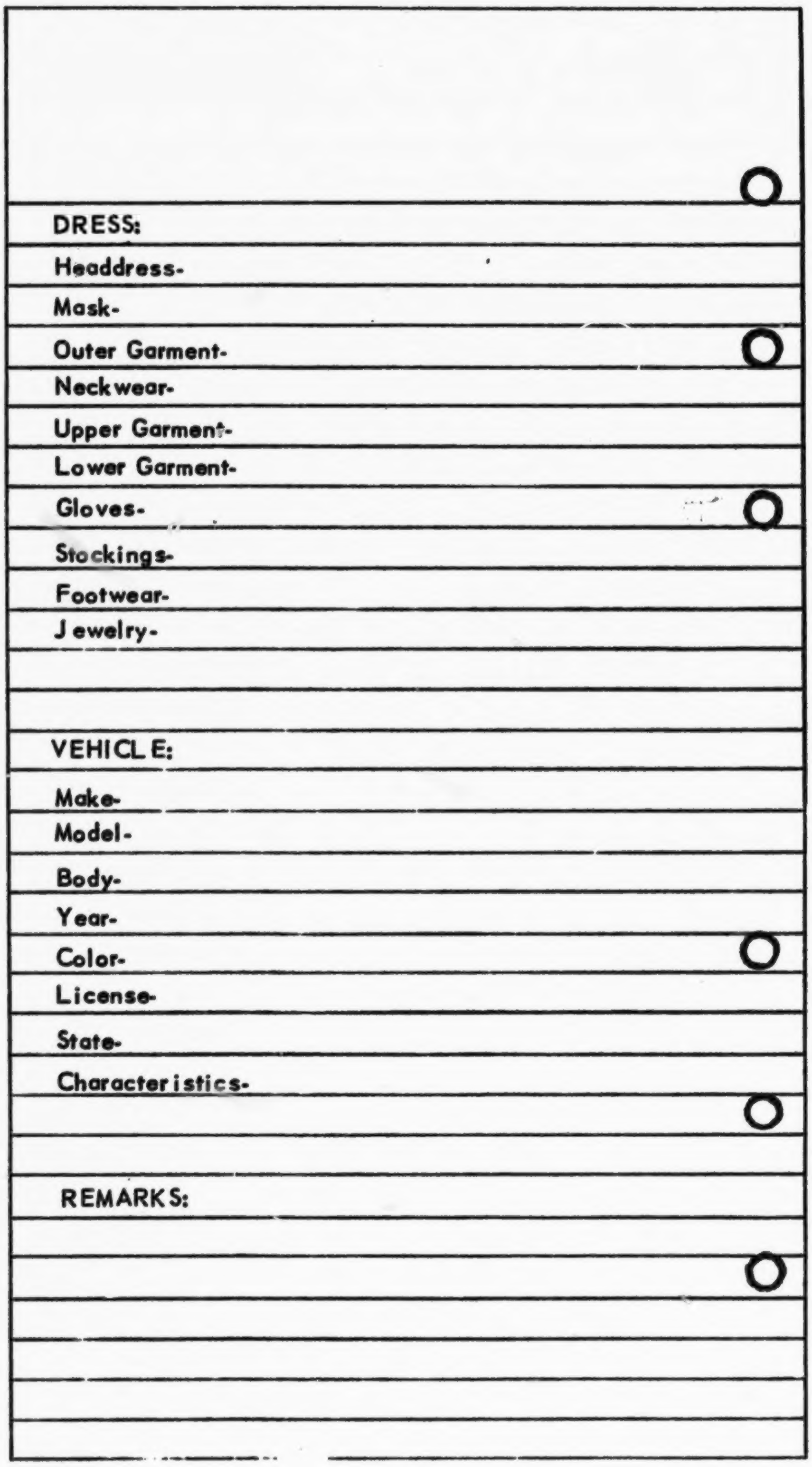
Name-
Alias-
Address-
City- State-
Telephone-

PERSONAL:
Sex- Color-
Nationality-
Birthdate-
Birthplace-
Height- ' " Weight- lbs.
Build-
Hair-
Eyes-
Complexion-
Beard-
Characteristics-

Occupation-
Employer-

Hangout-

Front Side



DRESS:
Headdress-
Mask-
Outer Garment-
Neckwear-
Upper Garment-
Lower Garment-
Gloves-
Stockings-
Footwear-
Jewelry-

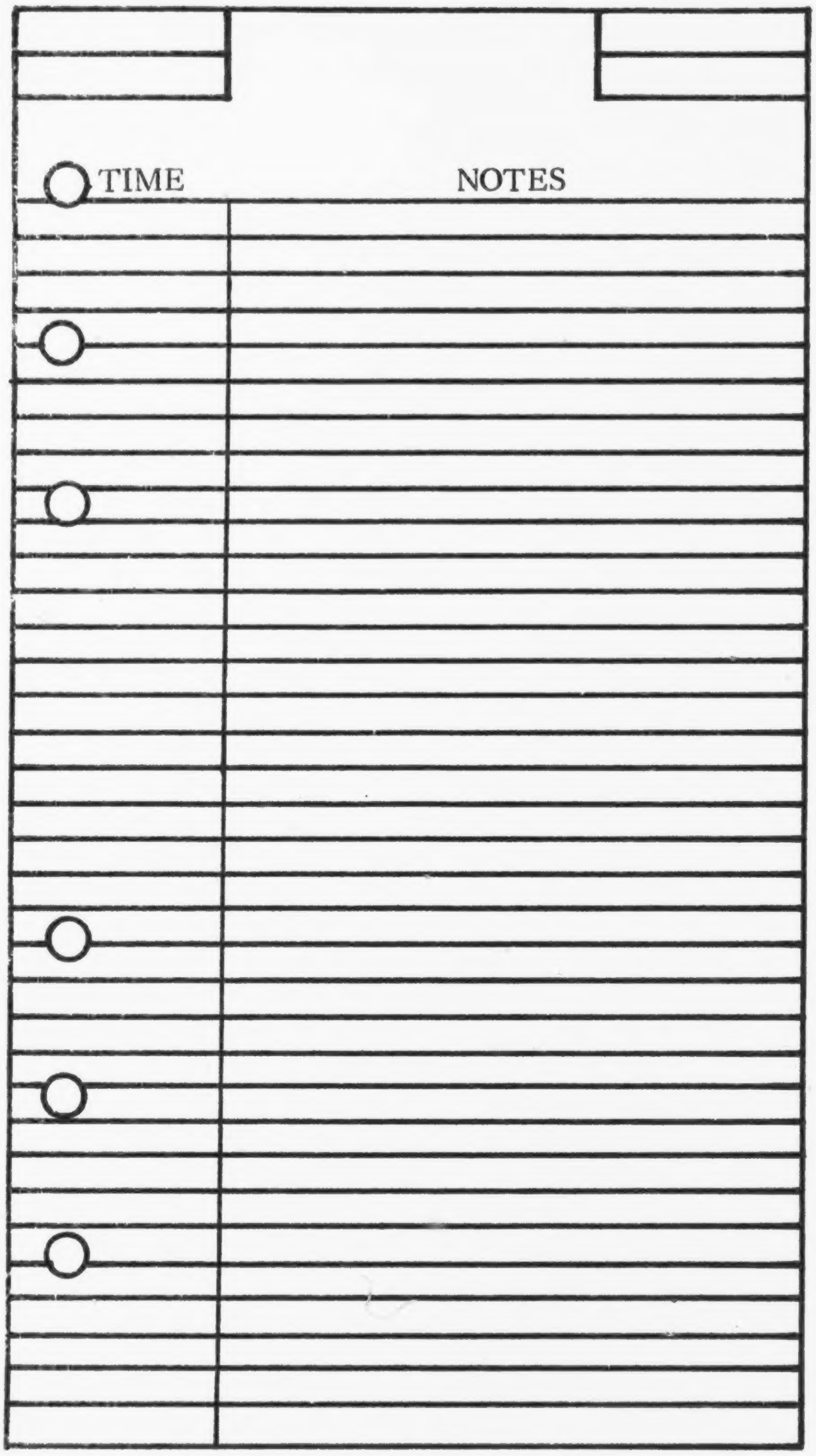
VEHICLE:
Make-
Model-
Body-
Year-
Color-
License-
State-
Characteristics-

REMARKS:

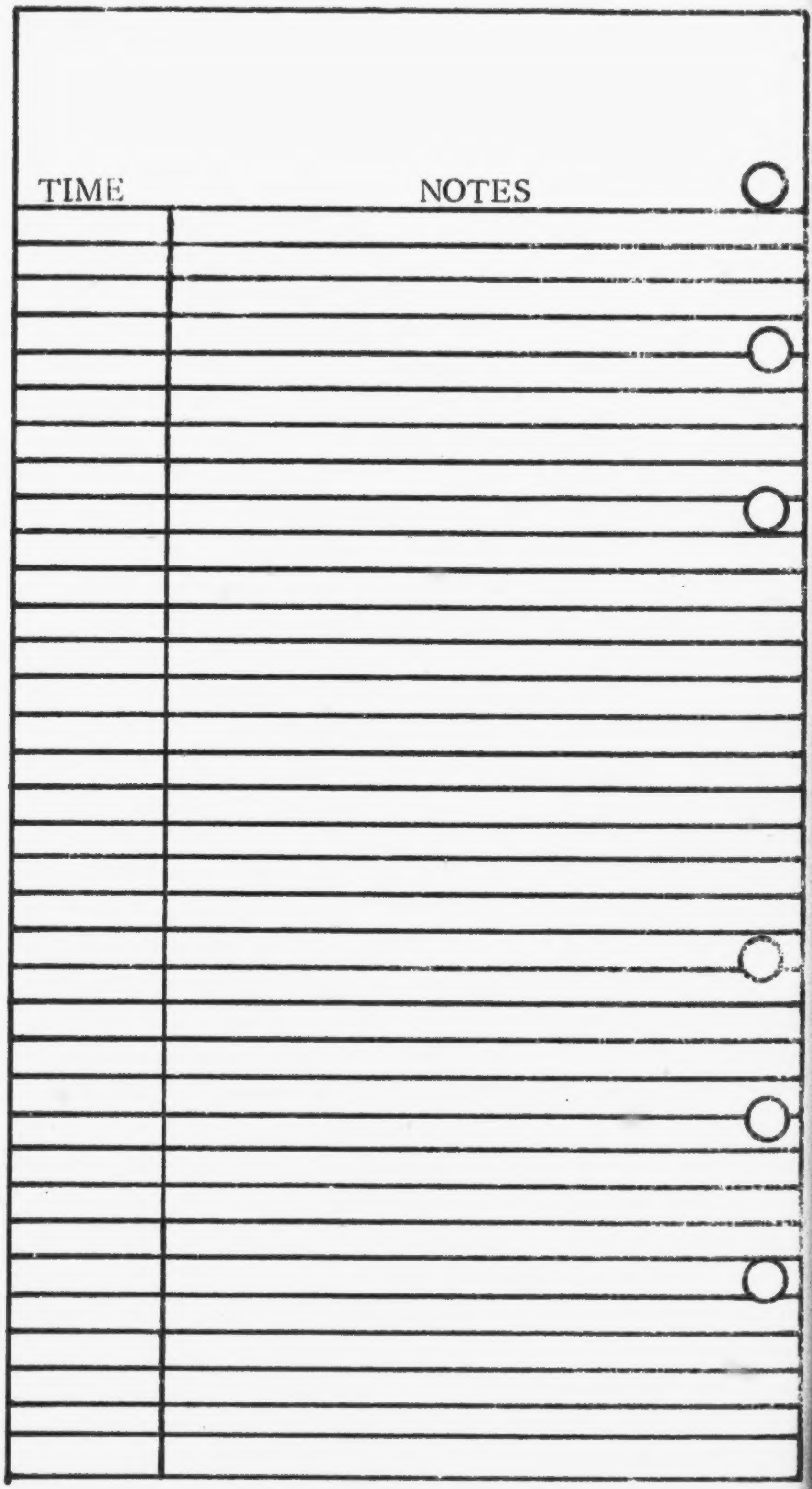
Back Side

PERSONS REPORT

## APPENDIX Q



Front Side



Back Side

FIELD NOTEBOOK LOG

## APPENDIX R

(FRONT)

REPORT OF DEATH

Natural Accidental Suicide Homicide

Name:

Alias:

Address:

City: State:

PERSONAL:

Sex: Color:

Nationality:

Birth Date:

Birth Place:

Height: ' " Weight:

Build:

Hair:

Eyes:

Complexion:

Beard:

Characteristics:

Occupation:

Employer:

Dress:

Headdress:

Outer Garments:

Upper Garments:

(BACK)

Lower Garments

Neckwear:

Gloves:

Stockings:

Footwear:

Jewelry:

Personal Belongings:

Coroner or Doctor:

Ruling of Cause of Death:

Circumstances:

REPORT OF DEATH

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